Network Scan Station

User's Manual

Avision Inc.

Regulatory: DL-0906H

Manual-en-250-0638-E-6600v2

Safety Information

When using this equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Important:
Indicates operational requirements and restrictions. Please read and follow these instructions to ensure a proper operation and to avoid damage to the machine.

Note:
Indicates further explanation or clarification. Reading this is highly recommended.

⚠ ***WARNING:***
To avoid hazardous electric shock or fire, do not remove any covers or screws other than those specified in this manual.

⚠ ***CAUTION:***

- ✓ To reduce the risk of fire, use only no.26AWG or larger telecommunication line cord.
- ✓ Disconnect the power plug by pulling the plug, not the cable.
- ✓ Do not touch the metal fingers of the ADF pad module. The edges are sharp and touching them may result in injury.

Precautions

- Do not install the equipment near heating or air conditioning units.
- Do not install the equipment in a humid or dusty place.
- Use only the AC adapter (HEG75-S240320-7L by Hitron) included with the machine. Using other AC adapters may damage the machine and void the warranty.
- Place the equipment securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
- Retain the box and packing materials for shipping purposes.

Notice

Important

- Do not make copies of any item for which copying is prohibited by law.
- Copying the following items are normally prohibited by the local law:
- Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.
- This machine is equipped with a function that prevents making counterfeit bank bills. Due to this, images similar to bank bills may not be copied properly.

Copyrights and Trademarks

Ethernet is a registered trademark of Xerox Corporation.

Microsoft, Windows, Windows NT, Windows XP, and Windows Vista are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and may be trademarks of their respective companies. We disclaim any and all rights to those marks.

Warranty

The information contained in this document(s) is subject to change without notice.

The manufacturer makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of fitness for a particular purpose.

The manufacturer shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

FCC Radio Frequency Interference Statement

This product has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. The FCC Class B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your point of purchase or service representative for additional suggestions.

CE

European Union Regulatory Notice

Products bearing the CE marking comply with the following EU Directives:

- Low Voltage Directive 2006/95/EC
- EMC Directive 2004/108/EC

CE compliance of this product is valid if powered with the correct CE-marked AC adapter provided by Avision.

Disposal of Waste Equipment by Users in Private Union

This symbol on the product or on its packaging indicates that the product can not be disposed of with your other household waste. Instead it should be sent to appropriate facilities for recovery and recycling in an effort to protect human health and the environment. Fore more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service or the shop where you purchased the product.

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1 Getting Started

Introduction

Thank you for purchasing the product, a 3-in-1 MFP. With the product, you can instantly scan single-sided or double-sided paper-based document and deliver the electronic image to various destinations including e-mail addresses, ftp servers, web site, or someone else's computer on the network. In addition, the product allows you to save the scanned image to a network printer, a USB flash drive, or the product's own memory.

Features

Digital Copying:
Connected to a network printer in an intranet environment, the product allows you to perform digital copies with outstanding copy quality. With an intuitive control panel and a quality LCD Touch Panel, making digital copy becomes fast and easy.

E-mailing:
Connected to an ethernet network and a SMTP server, the product allows you to transmit document(s) to your e-mail as attachment. With a touch of the e-mail key and the selection of your recipients' e-mail addresses, the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.

Filing (Scan to Folder):
The product allows you to send the scanned documents to a server or a personal computer's file folder over intranet with FTP (File Transfer Protocol), FTPS (FTP Secure), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), CIFS (Common Internet File System). The scan-to-folder feature off-loads the mail server from handling large attachments.

Duplex Scanning:

Through the auto document feeder, the product allows you to scan double-sided documents to digitize your documents more effectively.

Sending Multi-Page Document:

With the Auto Document Feeder, the product allows a stack of 50-page document(s) to be continuously scanned at one time in reliable quality to increase your efficiency.

Managing the Product Remotely:

The product provides a convenient way to manage your e-mail address book, filing destinations (folders), and telephone book remotely. By simply typing the machine's IP address in the URL field of your browser, the product web page will be prompted. This web page allows the administrator to create up to 2000 e-mail addresses, 40 filing destinations, and 200 fax numbers to conveniently deliver the scanned documents to multiple recipients.

Using Convenient Shortcuts:

By assigning your frequently used working modes as shortcut buttons, the product allows you to scan your document and send the scanned images to your desired destination seconds.

Scanning and Saving Your Images to a USB Flash Drive:

By plugging a USB flash drive into the USB port of the product, the product allows you to scan your document and save the scanned images to your USB flash drive.

Scanning and Saving Your Images to the Product's Memory:

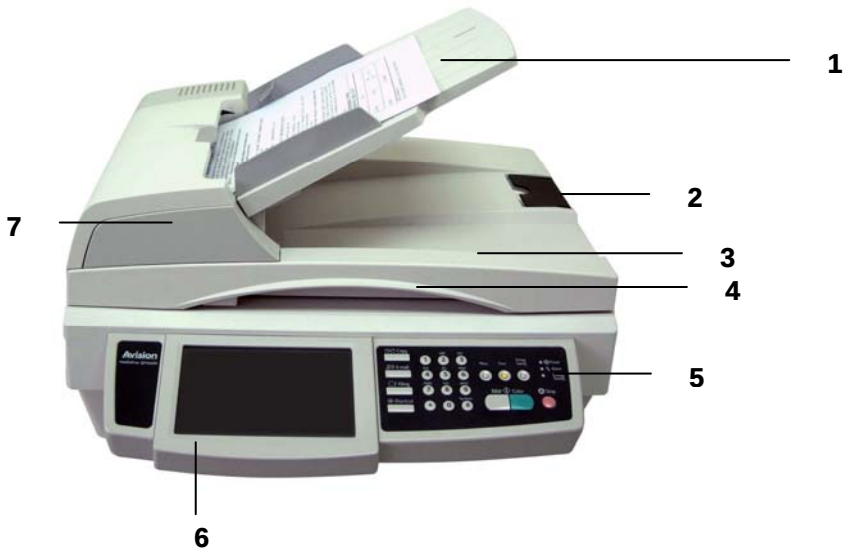
By selecting a public folder as a filing destination, the product allows you to scan and save the scanned image in the product's memory and access the file from the product's embedded web page.

Preview:

Before sending your documents over the network, the product allows you to view a reduced size of the scanned document to verify if the scanned image has been skew, or upside down. If one of the pages is skew, you can delete and rescan that page to save your time.

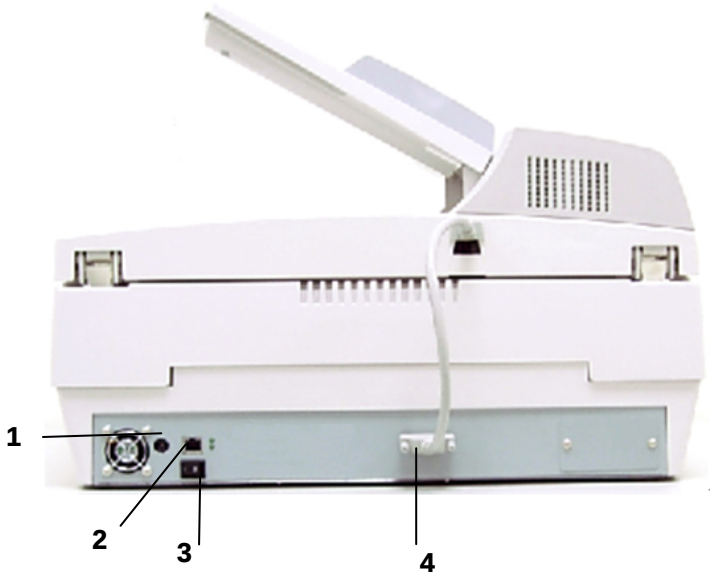
External View

The Front View

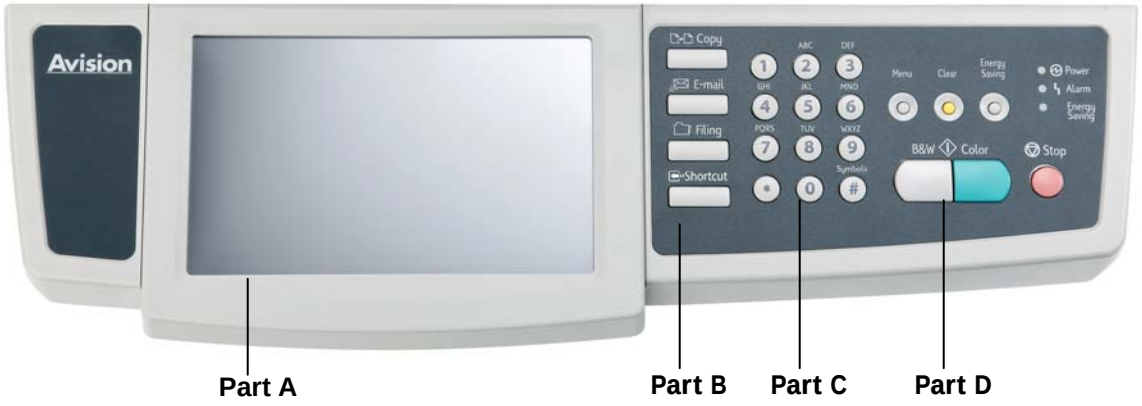


1. Input Paper Tray and Paper Support	5. Control Panel
2. Paper Stopper	6. LCD Touch Panel
3. Document Cover	7. ADF Unit
4. Handle	

The Connection Ports



1. Power Jack: To connect power with a power cable.
2. LAN Port: To connect network with a network cable.
3. Power Switch: To turn on and off the machine.
4. ADF Port: To connect the ADF cable.
5. USB Port: To plug a USB flash drive.



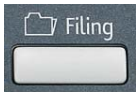
Part A: LCD Touch Panel

Used to display current operation.

Part B: Function Keys:

Used to select a working mode.

Function Keys:

	Press to make copy.
	Press to send your scanned document to e-mail.
	Press to send your scanned document to a designated server.
	Press to show the Shortcut screen.

Part C: The Numeric Keypad:

Used to enter copy quantity, or the fax number.

Part D: Start & Other Keys:

Used to select special requirements or the start key to start sending or copying your document(s).

	Select to access the user tools to set up the system.
	Select to clear current settings and return to the default settings. Press the button for over 5 seconds to return to the factory default settings.
	Select to enter energy saving mode.
	• The Power LED – Used to indicate power on and ready status. • The Alarm LED – Used to indicate error. • The Energy Saving LED – Used to indicate energy-saving status.
	Select to stop processing.
	Select to start copying, e-mailing, or filing in black and white mode.
	Select to start copying, e-mailing, or filing in color mode.

Preinstallation Information

The product has to be setup properly on your network to perform e-mail and filing functions. Before using the product, please setup the product properly on your network for e-mail and filing function. The following network parameters have to be set.

Important !

Make a copy of the following table and ask your Network Administrator to complete the information.

1. DHCP Enable:	
2. IP Address:	. . .
3. Subnet Mask:	. . .
4. Gateway IP:	. . .
5. DNS Server:	. . .
6. WINS Server:	. . .
7. SMTP Server:	
8. SMTP Port:	**25**
9. LDAP Server:	. . .
10. LDAP Port:	

Explanation of contents:

1. *DHCP Enable:	Choose Yes to obtain IP/subnet/gateway/DNS server/WINS server addresses automatically from DHCP server.
2. *IP Address:	The Internet Protocol (IP) address assigned to your machine by your network administrator or by DHCP server.
3. Subnet Mask:	The net mask address assigned by your network administrator or by DHCP server.
4. Gateway IP:	The gateway IP address assigned by your network administrator or by DHCP server or by DHCP server.
5. *DNS server:	The IP address of DNS server assigned by your network administrator.
6. *WINS Server:	The IP address of WINS server assigned by your network administrator.
7. *SMTP Server:	The IP address of your SMTP mail server assigned by your network administrator.
8. SMTP Port:	The port number of your SMTP Mail Server.
9. *LDAP Server:	The IP address of your LDAP server.
10. LDAP Port:	The port number of your LDAP server.

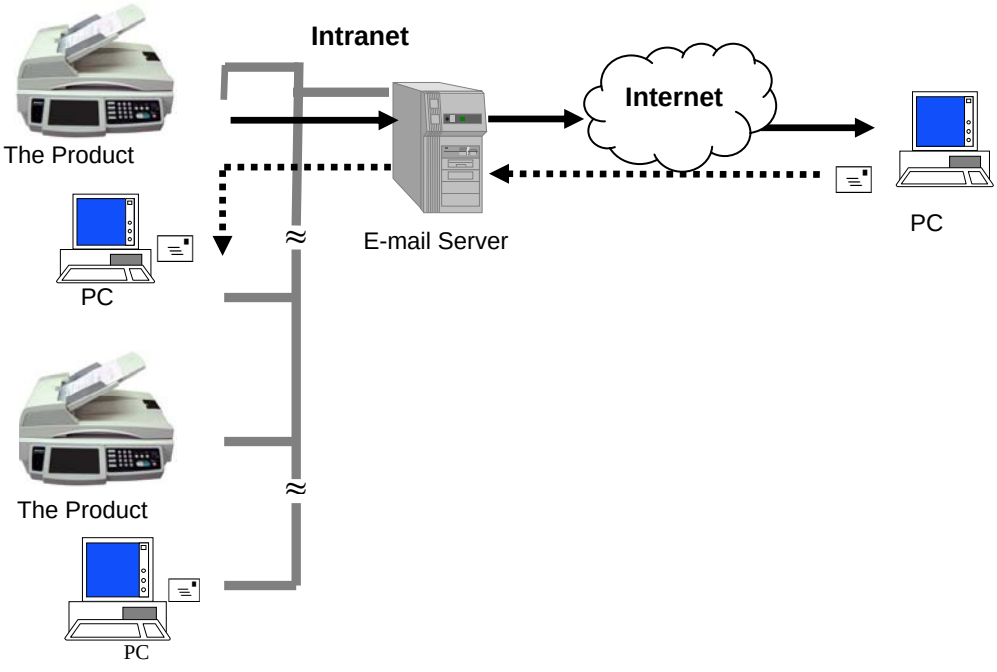
Note:

1. DHCP server: With DHCP (Dynamic Host Configuration Protocol), a host can automatically be given a unique IP address each time it connects to a network--making IP address management an easier task for network administrators. If the DHCP server is available from your network, you do not need to enter TCP/IP, subnet mask, gateway, and DNS information. Instead, this information will be automatically given for the product.
2. IP Address: An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. System administrator or network designer assigns the IP address. The IP address consists of two parts, one identifying the network and the one identifying your node. The IP address is usually written as four numbers separated by periods. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address.
3. SMTP: Stands for Simple Mail Transfer Protocol. It is the main communication protocol used to send and receive e-mail on the internet.
4. DNS: Stands for Domain Name System. The DNS server identifies hosts via names instead of IP addresses. If the DNS server is available on your network, you can enter the domain name instead of digits for the IP address.
5. WINS: Stands for Windows Internet Naming Service. WINS resolves Windows network computer names (also known as NetBIOS names) to Internet IP addresses, allowing Windows computers on a network to easily find and communicate with each other.
6. LDAP: Stands for Lightweight Directory Access Protocol. LDAP enables users to access directories and address books directly from external networked devices to simplify document distribution.

Scan to E-mail

The product allows you to deliver your scanned document to e-mail addresses on the network. The document is first scanned and converted to a standard PDF(multi-page PDF), S-PDF(single-page PDF), JPEG, TIFF, or MTIFF (Multi-page TIFF) file format and then transmitted to remote recipients simultaneously as an e-mail attachment.

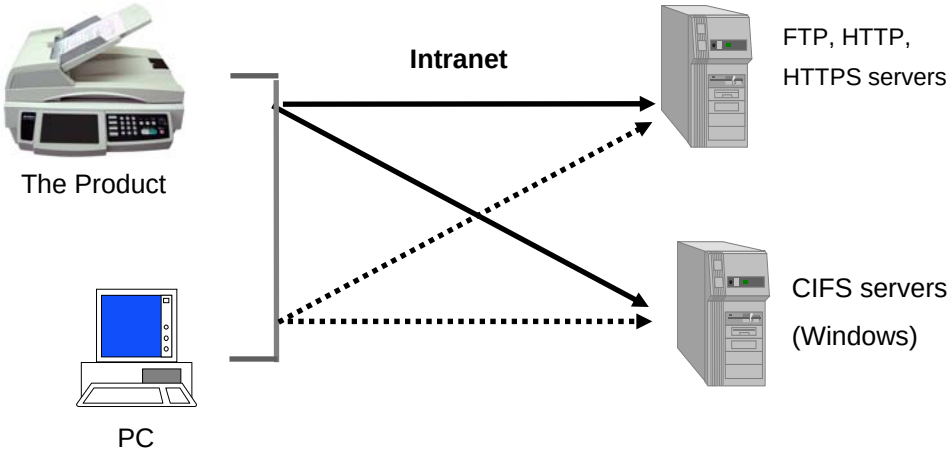
When you send an e-mail to someone via the product, the product uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing e-mails to your SMTP mail server, and then send these e-mails to your recipients through internet.



Scan to Folder

Through the intranet with FTP (File Transfer Protocol), FTPS (a secure way of using FTP), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), or CIFS (Common Internet File System), the product allows you to save scanned document directly to a designated server or a personal computer on the network in a standard PDF, JPEG, TIFF, or MTIFF file format.

CIFS is the sharing system of Microsoft Windows. What's unique about this filing function is to let entire corporate users share one machine to send documents to each desired file folder on a designated server or individual computer.



2 Installing Your Machine

This chapter is specifically targeted to the persons who are responsible for the administration of the product. It is recommended that the administrator read this chapter before installing the machine.

Minimum Configuration Requirements

To make the best use of the product, the following configuration is required:

To send e-mails from the product:

- TCP/IP network
- A SMTP server

To file document(s) via intranet

- FTP, FTPS, HTTP, HTTPS, or CIFS protocol environment
- Windows 98SE, Windows NT, Windows 2000, Windows Me, Windows XP, Windows Vista, HTTP or FTP server

To make copies:

- A network printer

Unlocking the Scan Unit

The scan unit is locked during transport to protect the scanning mechanism from being damaged. ***Be sure to unlock the scan unit before using the machine.***

1). Open the document cover. Locate the lock switch at the left side.

2). Move the lock switch to the **"unlocked position"**.

Note:

If you need to move the product for repair or any other reason, be sure to lock the product before moving. To lock the product, please do the following,

1.Turn off the product.

2.If the scan unit is not located at the front of the glass, turn on the product. After the scan unit returns to the front end, turn off the product.

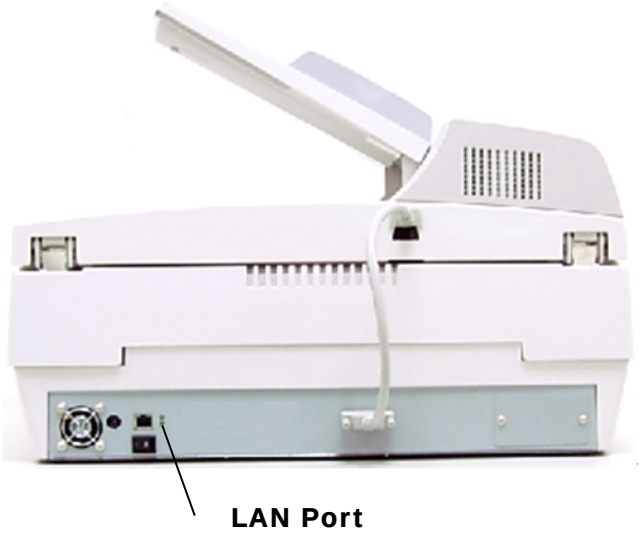
3.Move the lock switch to the "Locked Position".

Connecting the Ethernet Cables

Connecting to the Network

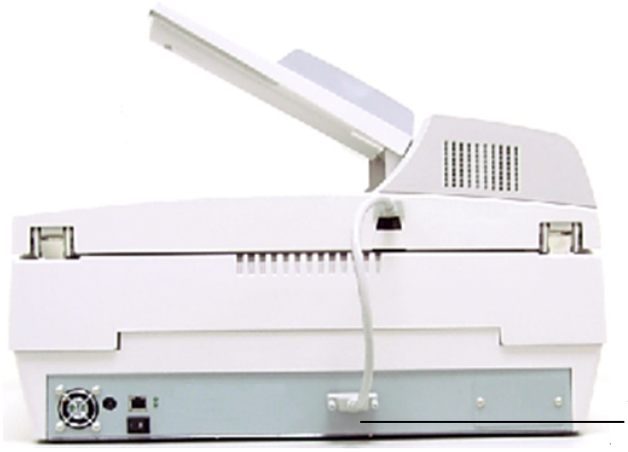
1. Connect one end of your Ethernet LAN cable to an available port of your Ethernet Hub.

2. Connect the other end to the **LAN** port at the back of the product.



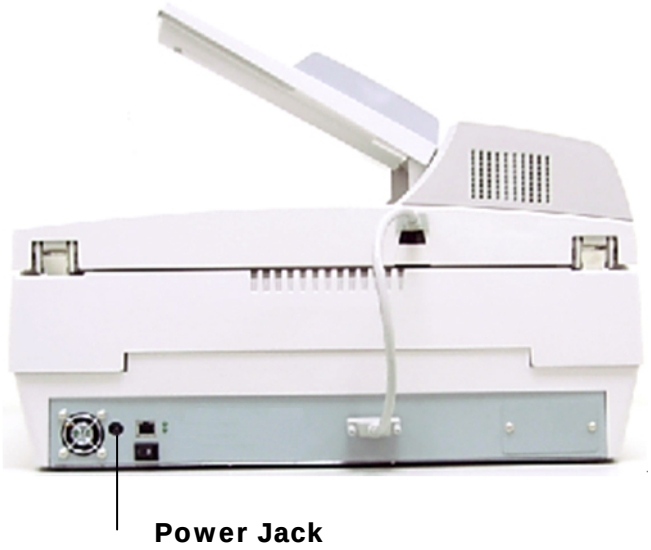
Connecting the ADF Cable

Connect the ADF (Auto Document Feeder) cable which attached to the document cover to the ADF port at the back of the machine as indicated.



Connecting the Power and Turning on the Machine

1. Connect one end of the power cable to the Power jack of the product.



2. Connect the other end to an appropriate power outlet.
3. Press the power switch to the "-" position to turn on the product. After showing the booting up message, the LCD Touch Panel prompts the preset ready status.

3 Configuring the Machine

The following settings or destinations must be defined by the system administrator before the product is used to distribute the scanned document on the network.

- Network and E-mail parameters: Defines the parameters for TCP/IP, and SMTP protocols to send your scanned document to e-mail addresses.
- Filing Destinations: Defines the protocols and destinations to send your scanned document to FTP servers, web, or any personal computers on the network.

To specify these settings or destinations, the administrator can enter relevant value from the options of **Menu** on the control panel. In addition to using the control panel, the product allows the administrator to remotely configure the machine by either launching the product's embedded web page (Web Image Monitor) or starting the Network Management Tool, the Vision Manager, provided in the supplied Scanner Driver CD-ROM.

The product's embedded web page (Web Image Monitor) allows the administrator to configure each machine remotely with a web browser while the Network Management Tool allows the administrator to update the product and manage several MFPs on the network. For more information on how to use the product's network management tool, please refer to the online help of the Network Management Tool.

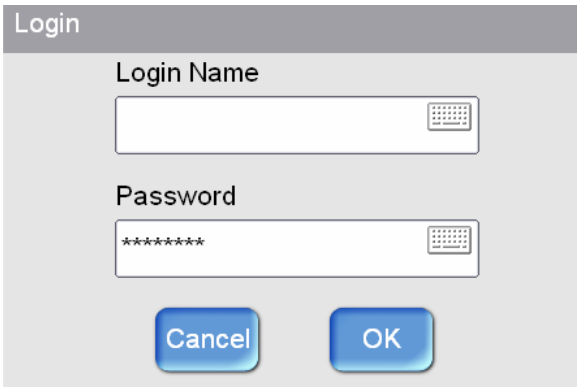
Note:

- ✓ If the system administrator has chosen DHCP, then the IP address of TCP/IP, gateway, subnet mask, and DNS server will be automatically given.
- ✓ When installing the product for the first time, it is recommended that the Administrator retain the default system settings. The settings can be customized at a later date once you are familiar with the operation and functionality.
- ✓ To ensure your system reflect correct date and time, please press the **Menu** button and choose **Configuration**>**General**>**Date and Time** to revise the system clock.

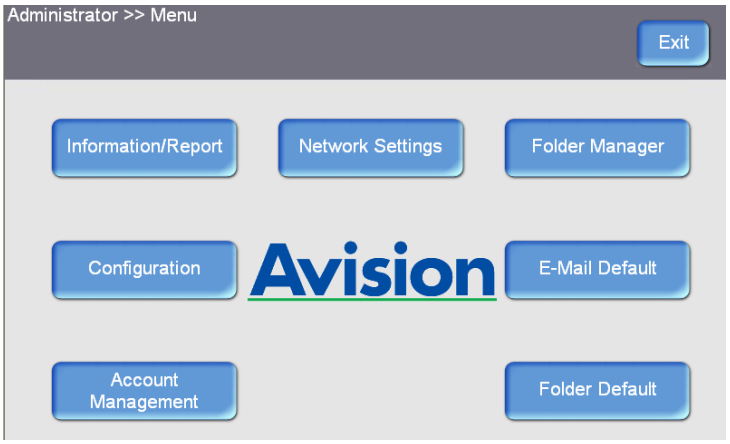
Specifying the Product's Network Settings

1. Turn on the machine. After warming up for a few seconds, the Main (also called Shortcut) screen is prompted on the touch panel, as shown below:

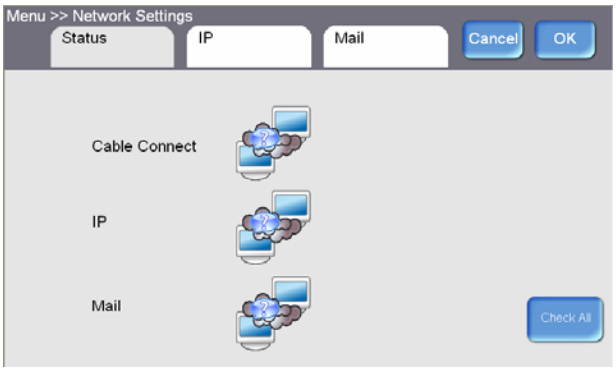
2. Touch the **Login** icon ( ) to pop up the administrator Login screen since you need the administrator privilege to make initial setup. Enter your login name and password respectively in the **Login Name** and **Password** fields via the soft keyboard, and then touch **OK**.



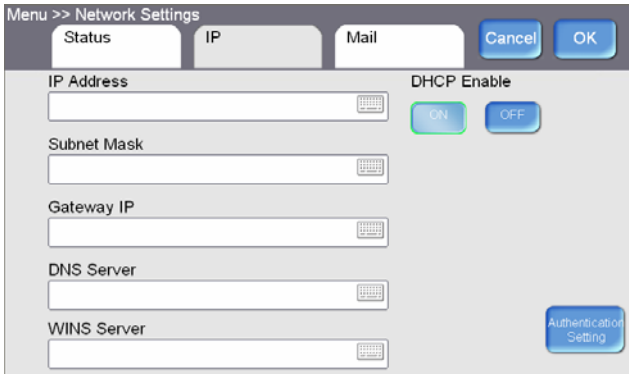
3. Press the **Menu** button on the control panel. This prompts the following **Menu** screen.



4. Touch **Network Settings** to prompt the following **Network Settings** screen.

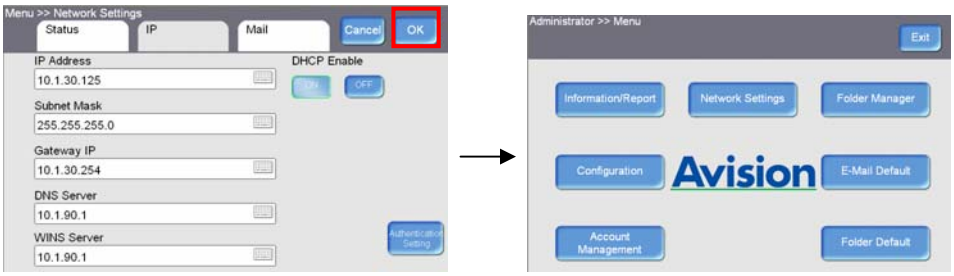


5. Touch **IP** to prompt the following screen.



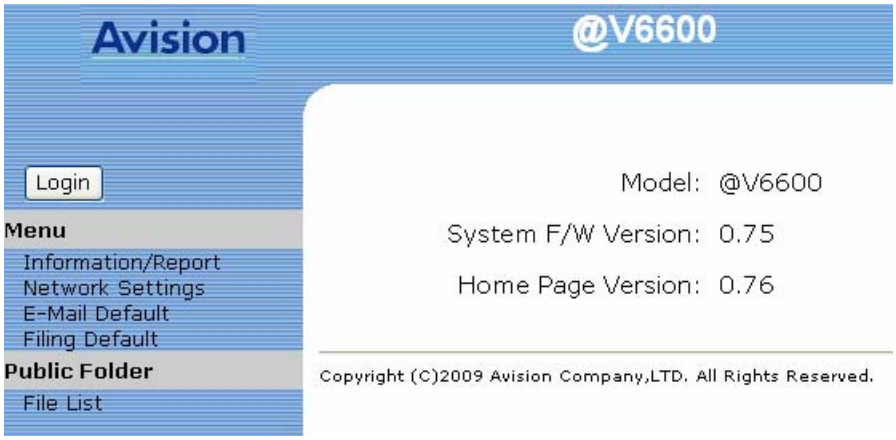
6. Enter your own network information via the soft keyboard. Touch anywhere on the **IP Address/Subnet Mask/Gateway IP/DNS Server/WINS Server** field to bring up the soft keyboard and then enter the relevant values. (Of course, you don't need to specify the first three settings if you enable DHCP by touching the **ON** button under the **DHCP Enable** label.)

7. Touch **Return** to return to the **Network Settings** screen after entering your information.
8. In the **Network Settings** screen, press **OK** to return to the **Menu** screen.



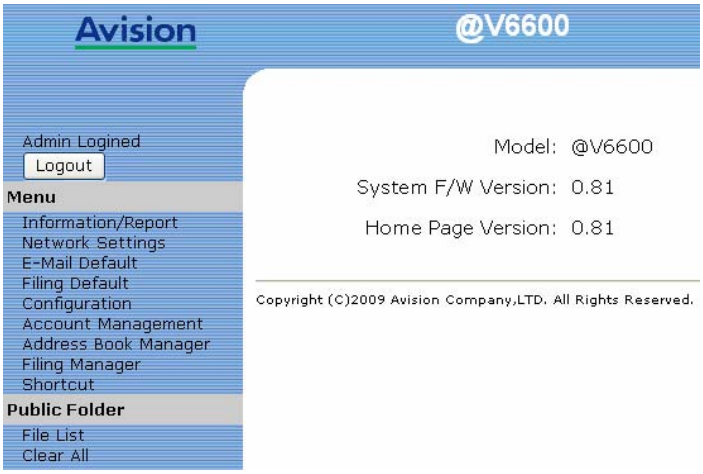
Specifying More Administrator Settings by the Product's Web Page

1. Specify the network settings on the control panel via the soft keyboard. (Please refer to the preceding section, *Specifying the Product's Network Settings*.)
2. The product is designed with an embedded web page to allow the system administrator to remotely manage the product. Simply type the IP address of the product in the URL field of your browser and then press **Enter**. The product's embedded web page with limited options appears as shown below.



3. Click **Login** since the **Configuration**, **Account Management**, **Address Book Manager**, **Folder Manager**, **Shortcut**, and **Clear All** are blocked by login name and password. You will be prompted to enter a login name and password.

4. Click **Login** since the machine is shipped with no specific login name and password and then the web page will be automatically updated to contain full options.



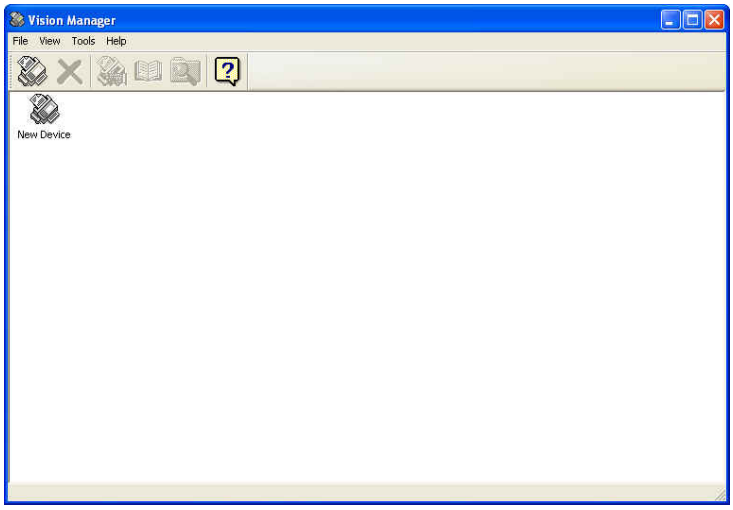
5. Click each item on the menu to enter relevant value. For details on each setting, please refer to the subsequent section, *Summary of the Web Pages*.

Note:

- ✓ The **Configuration**, **Account Management**, **Address Book Manager**, **Folder Manager**, **Shortcut** are blocked by login name and password. Click **Login** to enter the detailed settings since the machine is shipped with no specific password. You can create a password later and write it in your notes in case you may forget it.
- ✓ For effective management, it is recommended to create administrator's login name and password later.
- ✓ Please note that some of the settings in the "Menu" can also be set by users while they are making copies, sending individual mails, or sending individual files to folder when they press the "Copy", "E-mail", or "Folder", button on the control panel. However, if the users fail to set these settings, then the default settings will be automatically applied to the copier, e-mails, or folder sent by the users. That is to say, the administrator assigns default settings for common functions. Yet, an individual user also has a chance to set his or her own settings when he or she is performing one of the function modes.
- ✓ Alternatively, you may specify more administrator settings on the control panel via the soft keyboard. Refer to the preceding section, *Specifying the Product's Network Settings*, to specify the administrator settings via the soft keyboard.

Specifying Administrator Settings by the Vision Manager

1. Place the Scanner Driver CD-ROM into your CD-ROM drive. In a second, the installation graphic appears.
2. Choose **Vision Manager** and follow the on-screen instruction to complete the installation.
3. Start **Vision Manager** by choosing Start>All Programs> Vision Manager > Vision Manager.
4. In a second, the **Vision Manager** main screen appears as follows.

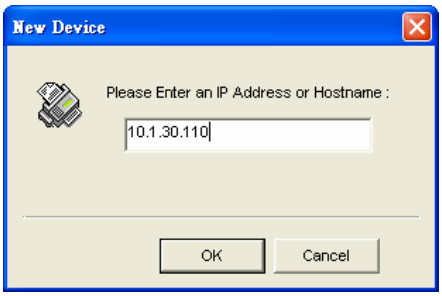


5. Choose **New Device** from the **File** menu to prompt the following New Device dialog box.

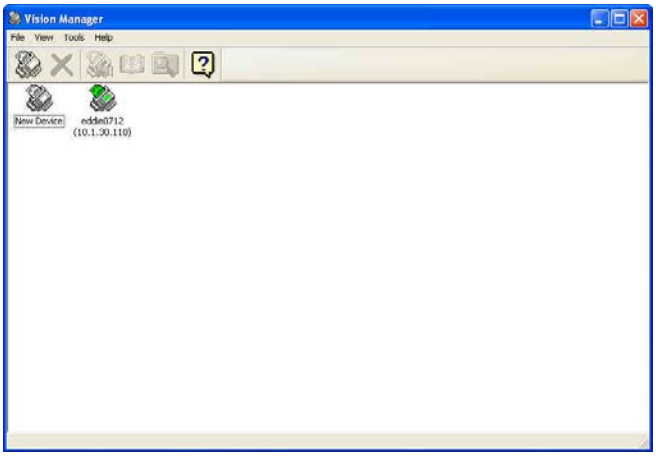
   Or you may click the new device tool from the toolbar.

   Or double click the large new device icon ( ).

6. Enter the IP address of your device as illustrated, and then click OK button.



7. In a second, the MFPs on the network will be displayed in the main screen as follows.



8. Double click the device's icon or you may try either of the following ways to prompt the product's embedded web page to specify your desired settings.
   -Select the device's icon and choose the **Menu Settings** tool in the toolbar.
   -Select the device's icon and click your right mouse button and choose **Menu**.

Note:

For more information on how to use the Vision Manager, please refer to the online help of the Vision Manager.

Information/Report: Used to displays the product's basic information.

Item	Description
Model	Displays the product's model name.
Manufacturer	Displays the manufacturer name.
MAC Address	Displays the scan unit's MAC address.
Serial Number	Displays the product's serial number.
System F/W Version	Displays the system's firmware version.
Scanner F/W Version	Displays the scanner's firmware version.
DSP F/W Version	Displays the DSP's firmware version.
Home Page Version	Displays the home page's version.
Page Count	Displays the counters for B/W PC Scan, Color PC Scan, B/W Email, Color Email, B/W Filing, Color Filing, B/W Copy, Color Copy, Scan Total, and ADF. **Clear**: Click "Clear" to reset all counter values.

IP information on Network Settings: Used to specify the product's network settings.

Item	Description
DHCP Enable	If you have a DHCP server available on your network and the DHCP has been enabled, the IP, subnet mask, Gateway IP, WINS server, and DNS server will be automatically given. **Choice: ON, *OFF**
IP Address	The Internet Protocol (IP) address assigned to your machine by your network administrator.
Subnet Mask	The net mask address assigned by your network administrator.
Gateway IP	The gateway IP address assigned by your network administrator.
DNS Server	The Domain Name Server assigned by your network administrator.
WINS Server	The WINS (Windows Internet Naming Service) assigned by your network administrator.
Authentication Setting	Enable or disable the Authentication function. **Choice: ON, *OFF**
* Factory Default	

Mail information on Network Settings: Used to specify the product's mail server information.

Item	Description
Mail Server	Enter the SMTP IP.
SMTP Port#	Enter the SMTP Port number.
Device E-mail Address	
E-mail Address	Enter the email address of the device. This is also the default "From" address when you are sending email from the device. After sending the email with the mail server not specified, the product will automatically detect a mail server with its authentication method, and queries a user to determine the acceptance of the detected mail server.
Authentication Method	Enter the email authentication method. **Choice: *None, SMTP, POP3**
Login Name	Enter the login name for SMTP or POP3 authentication.
Password	Enter the password for SMTP or POP3 authentication.
External Address Book	
LDAP Server IP or URL	Enter your LDAP server IP or URL address here.
SSL Enable	Enable or disable SSL. **Choice: *ON, OFF**
Login Name	Enter the login name of the LDAP server. Note: 1. In Microsoft Active Directory, some servers may require you to add "domain name" as your full login name. For example, if your domain name is "company" and your user name is "administrator", then your full login name is "company\administrator". 2. When your LDAP server requests an "anonymous login", please leave your login name and password blank instead of typing "anonymous" as your login name and password.
Password	Enter the password of the LDAP server.
Port#	Enter the Port number of the LDAP server.

Base DN	Enter your base DN. Base DN (distinguished name) identifies the starting point of a search. A dn indicates what record to view in an LDAP tree. The top level of the LDAP directory tree is the base, referred to as the "base DN". For example, you could indicate a base of dc=com, dc=net for a search that starts at the top and proceeds downward.
***** Factory Default	

Note:

1. The login name and password are case-sensitive and are up to 28 characters.
2. LDAP Search:
   - This machine supports two types of authentication, simple and anonymous, to login your LDAP servers.
   - This machine allows up to 100 match results in a single search.
   - The attributes such as “cn” and “mail” have been predefined as the search field. Therefore, if your search text is “m”, the LDAP search engine will search the name or the email address that contains the character “m”. For example, you might get the return match results such as “mary, mary@abc.com”, or “jack, jack@abc.com”.

Printer Search Setting on Network Settings: Used to specify a printer search setting.

Item	Description
LDAP Server IP or URL	Enter your LDAP server IP or URL address here.
Port #	Enter the port number.
Base DN	Enter your base DN. Base DN (distinguished name) identifies the starting point of a search. A dn indicates what record to view in an LDAP tree. The top level of the LDAP directory tree is the base, referred to as the "base DN". For example, you could indicate a base of dc=com,dc=net for a search that starts at the top and proceeds downward.
Login Name	Enter the login name.
Password	Enter the password.
***** Factory Default	

E-Mail Default: Used to specify the default settings set by the administrator when sending an e-mail from the product. The default settings mean the e-mail settings will be reset to these values when the system auto reset time is over or when the product turn off and on again.

Default E-mail Options	
Item	**Description**
Default Subject	Enter text for the default email subject for all outgoing mails sending from the product. Up to 64 characters are allowed. Touch anywhere in "Subject" field to bring up the soft keyboard to enter your subject.
Default File Separation	Choose default maximum image size for attachment sent by the product. The purpose to set file separation is to avoid the file size limitation of SMTP servers. Use the combo box to select from the list. **Choice: 5MB/10M/30MB/*Unlimited**
Default Scan Options	
Item	**Description**
Color	**File Format:** Choose the file format for your scanned image. **Choice includes JPEG, *PDF, S-PDF** Note: Choose PDF when you need to scan multi-page document and convert it to a single image file. S-PDF file format allows you to save one image page in a single file. **Compression Level:** Choose the compression level for your scanned image. **Choice: Low, Medium, *High** **Resolution:** Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. **Choice: 150, 200, *300, 400, 600 dpi.** **Note:** If you are scanning duplex (two-sided) paper in color mode, the max. resolution is 400 dpi.

Black / White	Choose "**Grayscale**" if you wish to make gray copies or *** Monochrome** to make a B&W (single-bit) copies. **Resolution:** Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. **Choice: 150, *200, 300, 400, 600 dpi.** **File Format:** Choose the file format for your scanned image. **Choice includes MTIFF, TIFF, *PDF, S-PDF, JPEG** **Compression Level: Low, Medium, *High, G4, G3, Raw** (If you choose **Grayscale**, the file formats include **JPEG, PDF,** and **S-PDF.** If you choose **Monochrome**, the file formats include **S-PDF PDF, TIFF,** and **MTIFF**, and the **compression Level** of MTIFF or TIFF includes G4 only.)
Paper Size	Choose your original paper size. **Choice: *A4, Letter, A5, B5, Legal.** **Note:** The Legal option is only for ADF scan.
***** Factory Default	

Filing Default: Used to specify the parameters for a Filing Template.

Item	Description
Target URL	Please choose the type of protocol of your filing server in the first field. **Choice includes *FTP, HTTP, CIFS, HTTPS, FTPS.** Please enter the target URL in the second field. You can enter either the domain name or the IP address with the directory path. Note that the directory will be varied due to different protocol. The route starts from the root directory in FTP, HTTP, HTTPS, and FTPS. For example, ftp://, http://, and file:\\, https://. **Important note:** You must use this CIFS filing format, file:\\IP(computer name)\folder name, to set CIFS URL.
Port #	The port number for your filing server. **Default value: FTP:21, HTTP:80, CIFS:139, HTTPS:443, FTPS:990** If the default value is different from the real case, input the correct port number in this field.
File Name	The file name for your scanned document without extension. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test0500001
Color	**File Format:** Choose the file format for your scanned image. **Choice includes JPEG, *PDF, S-PDF** Note: Choose PDF when you need to scan multi-page document and convert it to a single image file. S-PDF file format allows you to save one image page in a single file. **Compression Level:** Choose the compression level for your scanned image. **Choice: Low, Medium, *High, Raw** Raw option is available for TIFF or M-TIFF file format. **Resolution:** Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. **Choice: 150, 200, *300, 400, 600 dpi.** **Note:** If you are scanning duplex (two-sided) paper in color mode, the max. resolution is 400 dpi.

Black / White	Choose "**Grayscale**" if you wish to make gray copies or *** Monochrome** to make a B&W (single-bit) copies. **Resolution:** Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. **Choice: 150, *200, 300, 400, 600 dpi.** **File Format:** Choose the file format for your scanned image. **Choice includes MTIFF, TIFF, *PDF, S-PDF, JPEG** **Compression Level: Low, Medium, *High, G4, G3, Raw** (Raw is an available option in TIFF or MTIFF format.) If you choose **Monochrome**, the file formats include **S-PDF PDF, TIFF,** and **MTIFF**, and the **compression Level** of MTIFF or TIFF includes Raw, G3, and G4.)
Report to E-mail	Enter an e-mail address if you wish to send the filing report to the e-mail.
Paper Size	Choose your original paper size. **Choice: *A4, Letter, A5, B5, Legal.** **Note:** The Legal option is available from the ADF only.
***** Factory Default	

Configuration: Used to specify the product's general information, administration's authentication and other management settings such as energy saver (timer), display language, and so on.

Item	Description
General	
Machine Name	Sets product's machine name. (The name that you wish to show in recipient's e-mail.)
NTP Server	Specify the NTP server address.
Date	Specify the year, month, and day for the device.
Time	Specify the hour, minute, and second for the device.
Time Zone	Sets local time zone based on Greenwich Mean Time (GMT). With the time zone setting, your overseas e-mail will display your local time instead of sender's local time.
Administrator Profile	
Login Name	Enter the login name to access the User Tools. Up to 32 characters or digits are allowed and is case-sensitive.
Password	Enter the password to access the User Tools. Up to 8 characters or digits are allowed and is case-sensitive.
E-mail Address	Enter the e-mail address of the administrator of the product so that system can send the error or warning message. Up to 64 characters or digits are allowed and is case-sensitive.
Remove Activity Report	Specify when to remove the activity report. **Choice: *Everyday, Every Week, Every 2 Weeks, Every Month**
Device Management	
Energy Saver (Timer)	Choose how long the machine will be idle before it automatically enter the energy saving mode after the last action. **Choice:Disable, *5, 15, 30, 60, 240 minutes**
Return to Default (Timer)	Specify the system's auto reset time. If users have not performed any action during the limited reset time, the LCD Touch Panel will automatically return to the default operation mode, for example, copy, or e-mail working mode. **Choice: *20, 40, 60, 120, 180 seconds**

Language	Choose the language you wish to show in the LCD Touch Panel. **Choice: English, Chinese**
***** Factory Default	

Account Management: Used to set user's privileges including using the copy, e-mail, or filing function of the product by assigning an account authentication method.

Basic Settings	
Item	**Description**
Enable Authentication	Check to enable authentication for account management.
LDAP Server IP or URL	Assign the URL of the authenticating LDAP server.
Port #	Enter the port number of your authenticating server.
Default Enable Functions	
Item	**Description**
ShortCut With	Check the names of functions to be allowed to perform. **Choice:Copy, Email, Filing, USB**
ShortCut Only	Allow only to use the shortcut icons shown on the Main (or Shortcut) screen.

File List (Public Folder): If you choose the **Public Folder** to save your scanned image by following the steps of the "Sending Your Document to Filing Servers" section, you can download the files in the **Public Folder** (inside the product memory) via the File List of the web pages

File List	
Item	**Description**
File Name	Show all the scanned image files in the Public Folder.
Date&Time	Show the date & time when the scanned image files were saved in the Public Folder.
Total Pages	Show the total pages of the scanned image file per item.
Download	Click to download a specified image file to your computer.
Search	Type in a scanned image file name to search.
***** Factory Default	

Delete Files (Public Folder) : Choose 「Delete Files」，a Confirmation dialog box appears. Choose 「confirm」to ensure your intention and then all the files in the public folder will be deleted.

Filing Manager: Used to save a scanned document in a created folder.

New Folder	
Item	**Description**
Folder Name	Enter name of your folder.
Target URL	Please choose the type of protocol of your filing server in the first field. **Choice includes *FTP, HTTP, File, HTTPS, FTPS.** Please enter the target URL in the second field. You can enter either the domain name or the IP address with the directory path. Note that the directory will be varied due to different protocol. The route starts from the root directory in FTP, HTTP, HTTPS. For example, ftp://, http://, and file:\\, https://. **Important note:** You must use this CIFS filing format, file:\\IP(computer name\folder name, to set CIFS URL.
Port #	Enter the port number for the server which you want to store your scanned document. **Default value: FTP:21, HTTP:80, CIFS:139, HTTPS:443, FTPS:990** If the default value is different from the real case, input the correct port number in this field. Touch anywhere on the "Port" field to bring up the soft keyboard to enter the text.
Login Name	Enter the login name to access the folder.
Password	Enter the password to access the folder.
File Name	The file name for your scanned document without extension. If you have not entered a value in the box, the system will bring you a default file name, image. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test0500001

Color	**File Format:** Choose the file format for your scanned image. **Choice includes JPEG, *PDF, S-PDF** Note: Choose PDF when you need to scan multi-page document and convert it to a single image file. S-PDF file format allows you to save one image page in a single file. **Compression Level:** Choose the compression level for your scanned image. **Choice: Low, Medium, *High** **Resolution:** Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. **Choice: 150, 200, *300, 400, 600 dpi.** **Note:** If you are scanning duplex (two-sided) paper in color mode, the max. resolution is 400 dpi.
Black / White	Choose "**Grayscale**" if you wish to make gray copies or ***Monochrome** to make a B&W (single-bit) copies. **Resolution:** Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. **Choice: 150, *200, 300, 400, 600 dpi.** **File Format:** Choose the file format for your scanned image. **Choice includes MTIFF, TIFF, *PDF, S-PDF, JPEG** **Compression Level: Low, Medium, *High, G4, G3, Raw** (If you choose **Grayscale**, the file formats include **JPEG, PDF,** and **S-PDF.** If you choose **Monochrome**, the file formats include **S-PDF PDF, TIFF,** and **MTIFF**, and the **compression Level** of MTIFF or TIFF includes Raw, G3, and G4.)
Report to e-mail	Enter an e-mail address if you wish to send the filing report to the e-mail.
Paper Size	Choose your original paper size. **Choice: *A4, Letter, A5, B5, *Legal.** **Note:** The Legal option is available from the ADF only.
* Factory Default	

Specifying A Filing Destination

Before you begin to send your scanned document to your destinations including a public folder, a USB flash drive, and servers in the network, there are a few things you need to be aware of. The following will introduce you several server systems used with the product.

Settings the Servers to Store Your Image

FTP

FTP Stands for "File Transfer Protocol." It is a common method of transferring files via the Internet from one computer to another. FTP use RFC 959[FTP] as their protocol, and the default Port is usually 21. Therefore, please make sure you have legal FTP account with the privilege of writing under the directory to save the files and the password before using FTP to save the files. To add a sub-directory from the product, you need to have the privilege of adding a new directory.

HTTP

HTTP uses RFC 2616[HTTP 1.1] as the protocol, and the default port is usually 80. If you are not using the HTTP port to save the files, you must change the HTTP Port of the product to the port for the Web Server.

Generally speaking, Web Server, such as IIS or the other HTTP server, will use anonymous account for authentication, so that the user can link directly to the web page without entering the user name and password first. Hence, if the HTTP Server allows anonymous account for authentication when you use the product to keep the files, there is no need for setting any text in the field of Login name and Password of the product.

On the other hand, if IIS or HTTP server does not allow anonymous account for authentication connecting to the web page, the user will be prompted to enter the user name and password first while connecting to the web site. In this mode, the file saving feature is available only when entering the user name and password permitted by the server in the field of Login name and Password for the product respectively.

Therefore, please make sure the mode that your Web Server allows before using HTTP for files saving. If anonymous access mode is not allowed, you must have legal HTTP account and password.

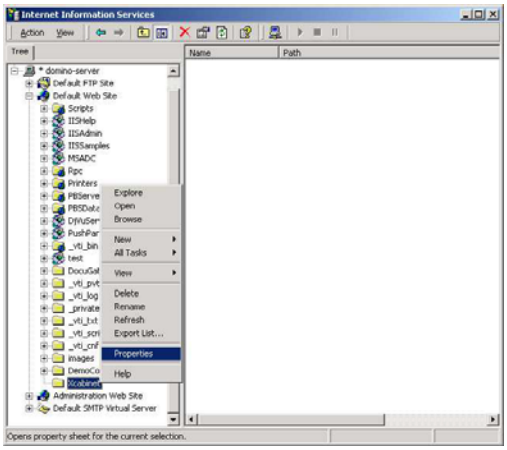
Since the product will check whether the directory for file saving really exists before proceeding file saving and then writing the file after scanning to the specified directory, you have to set the directory for files saving as "browse" and allow for writing in Web Server; otherwise, the product will not be able to write the file into the directory.

If you wish to use the product to save files, in addition to making some settings in Web Server, you will have to confirm the account with the privilege of writing for connecting Web Server; otherwise, the product will not be able to "write" the scanned file in the file system.

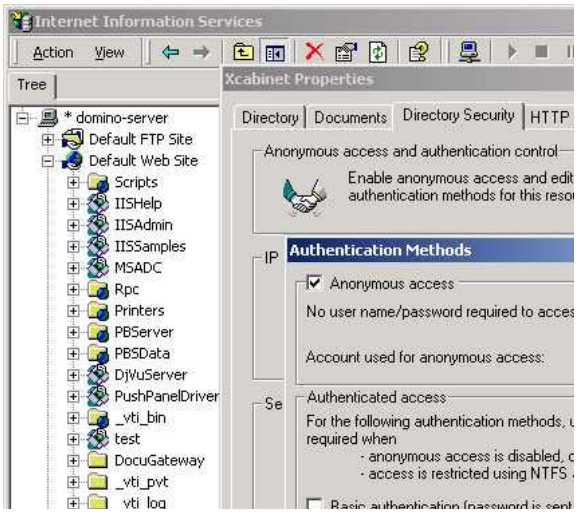
The following uses the IIS setting for anonymous access to Microsoft Windows 2000 as an example, and assumes the HTP application is installed in the root directory of IIS, C:\Inetpub\wwwroot\Xcabinet, and the directory for files saving is in C:\Inetpub\wwwroot\Xcabinet. For non-anonymous access, refer to IIS for more detail information.

The settings for IIS anonymous access is as below:

1. Start "Internet service manager" in "Control Panel", select "Default Web site" and right click C:\Inetpub\wwwroot\
   Xcabinet, and select "Properties ".



2. In the Xcabinet dialog box, select "Directory security" tab, and click "Edit" for "Anonymous Access and Authentication Control". Please make sure " Anonymous Access" is selected in "Authentication Methods" dialog box.

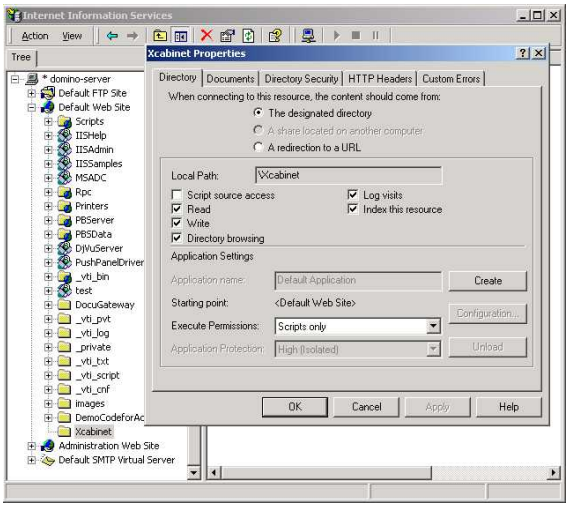


3. Click on "Edit" to Open "Account for anonymous access".

Please make sure that the account, stored in your computer system, in the "username" filed is with sufficient privilege to access the file system.

The settings for IIS privilege is as below:

1. Like the setting in anonymous access, start "Internet service manager" and select "Default Web site", and right click C:\Inetpub\wwwroot\Xcabinet, and select "Properties".
2. Select "Directory" tab in the Properties page. Please ensure the privileges for "Read", "Write" and "Directory Browsing" are selected.



The settings for directory is as below:

If the file management system in your server is NTFS, in order to allow IIS to use an anonymous account to access the files in the directory of C:\Inetpub\wwwroot\Xcabinet, you have to make sure the anonymous account is with sufficient privilege. You may make the following settings:

1. Select C:\Inetpub\wwwroot\Xcabinet directory in Windows Explorer, and right click to select "Properties".
2. Select "Security" tab in the File dialog box, and select "Everyone". Select the privileges for "Read and Execute", "Folder Properties List", "Read" and "Write".

After that "every user" has the privilege to manage all files in the directory of files saving.

Note: For the actual security concern of the scanned files, we should not allow the group of "Everyone" to have full privileges of the file directory. Therefore, when setting the access privilege for your file system, it is recommended to set the privilege of the directory for file saving to IIS anonymous account or the other users and groups that can use the directory only.

Note:

1. Please note that HTTP cannot add server sub-directory from the product.
2. When using Apache as HTTP server, you need to have a HTTP/1.1 put add-in module since the product uses chunked Transfer-encoding. In addition, the Apache will have to be set to accept HTTP PUT command in order to accept the product for files saving. For more information, refer to the related document of Apache.
3. For IIS 6.0 on Windows 2003, you need to enable WebDAV in Server Extension folder.

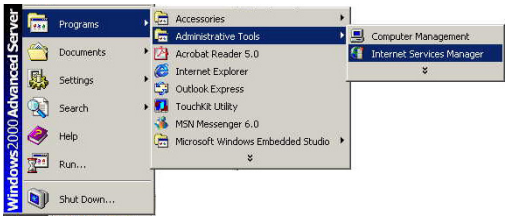
HTTPS

HTTPS is a secure way of using HTTP. HTTP provides almost no security feature. It contains only basic authentication mechanisms, and supports little privacy. HTTPS solves this problem by adding SSL, a secure transport layer over insecure TCP.

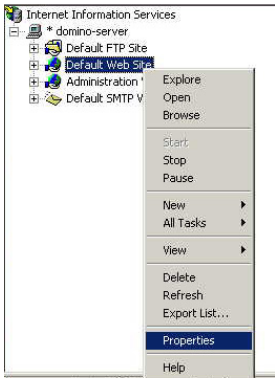
To send scanned document to servers using HTTPS, you must install SSL on the destination servers. How to install SSL properly on the server, please refer to the server's manual. After SSL has been installed well, please check if the SSL port is editable and the directory security has been selected. The following illustrations show how to check the SSL port and directory security in Windows 2000 Server system.

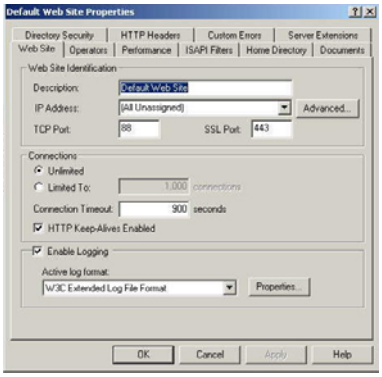
To check if SSL port and directory security have been selected,

1. Click Start>Program>Administrator Tools>Internet Service Manager in succession.

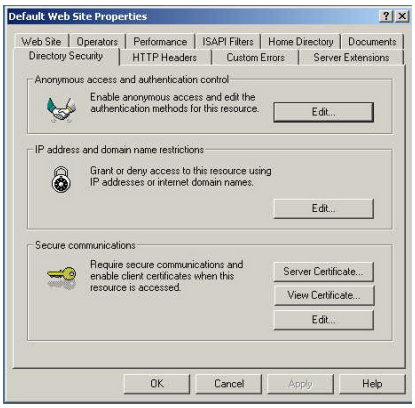


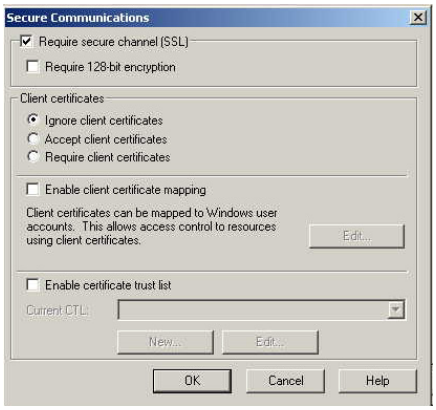
2. Click **Default Web Site** and click the right mouse button and choose **Properties**. The **Default Web Site Properties** dialog box appears. Click the **Web Site** tab and check if SSL port is editable.





3. In the **Default Web Site Properties** dialog, click the **Directory Security** tab and then click the **Edit** button from the **Secure communication** field. The **Secure Communication** dialog appears.





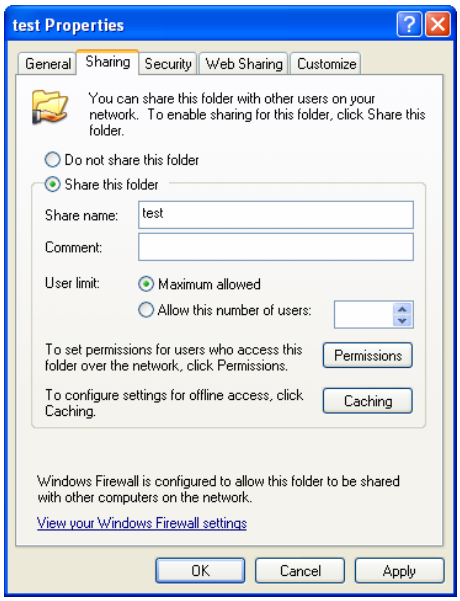
4. Check if "**Require secure channel (SSL)**" and "**Ignore client certificates**" have been selected.

Or

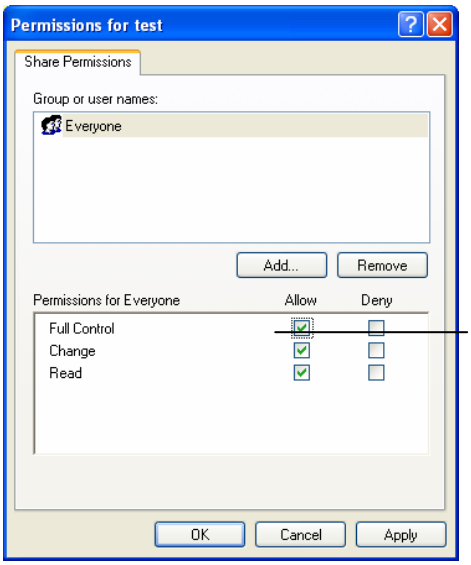
You may simply type "netstat" in a MS-DOS command. If the https has been established as below, then the server is ready to receive scanned document from the product via HTTPS.

CIFS

CIFS (Windows Network Share) is a file saving protocol generally used for "recourse sharing" of network in Microsoft Windows systems. Please set up the "shared directory" per the network settings for sharing in MS Windows. Generally, on the shared directory Properties dialog box under the Windows XP, select "Sharing" tab, and select "Share this folder". Click "Permissions" button to open "Permissions for the shared directory" dialog box.


test Properties
General
Sharing
Security
Web Sharing
Customize
You can share this folder with other users on your network. To enable sharing for this folder, click Share this folder.
Do not share this folder
Share this folder
Share name:
test
Comment:
User limit:
Maximum allowed
Allow this number of users:
To set permissions for users who access this folder over the network, click Permissions.
Permissions
To configure settings for offline access, click Caching.
Caching
Windows Firewall is configured to allow this folder to be shared with other computers on the network.
View your Windows Firewall settings
OK
Cancel
Apply

Check the "Full Control" to have full privileges of the shared directory.

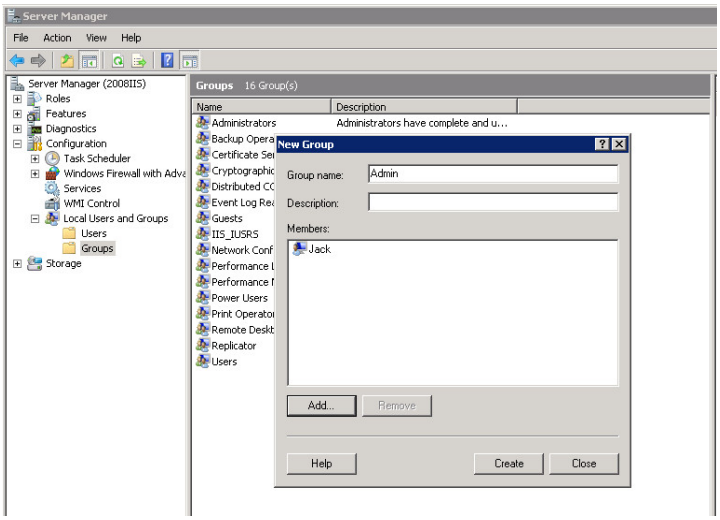


Check "Full Control"

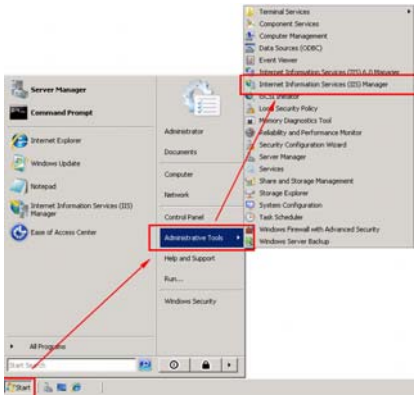
HTTP PUT Method For IIS 7.X Setting in Windows 7, Windows Server 2008 or 2008 R2

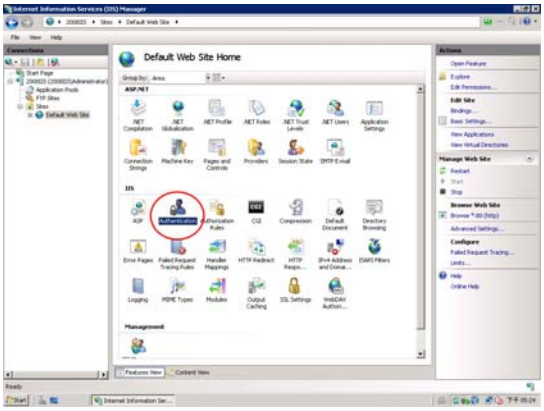
This product uses HTTP PUT method to upload files to the web servers. Please follow these steps to set the HTTP PUT Method for IIS7.X.

1. For security, it is recommended to add a new group which allows editing the root directory and also add the user name and password to login the server.

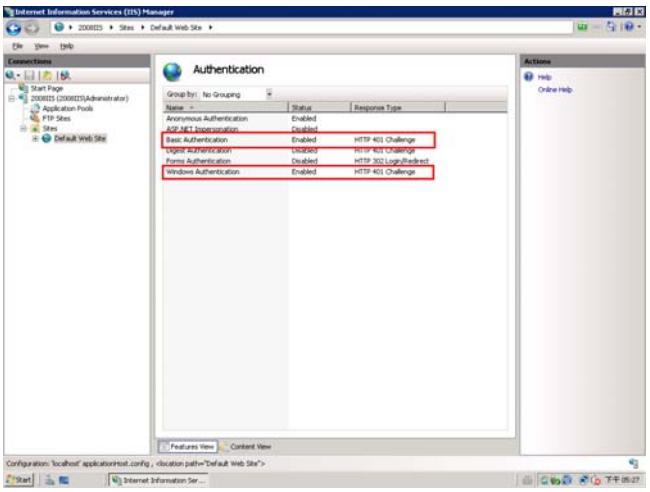


2. Start IIS Manager by clicking the "Start" menu and then choose >Administrative Tools>Internet Information Services(IIS) Manage. Choose Sites>Default Web Site and then double click "Authentication".

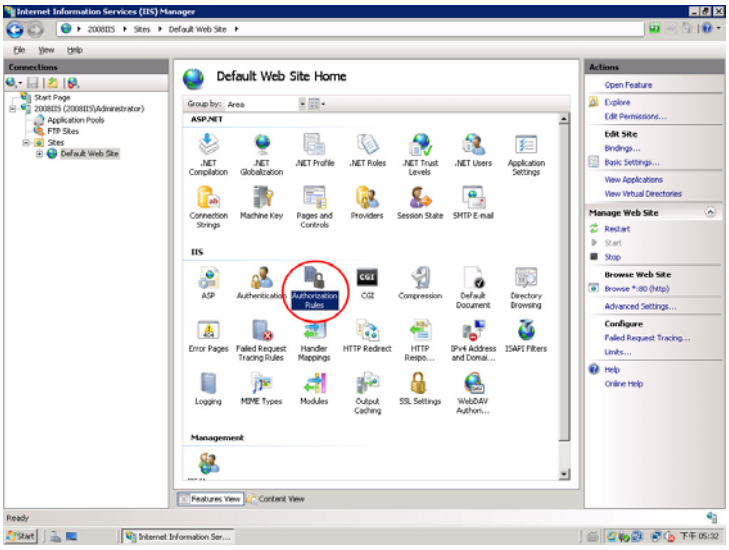




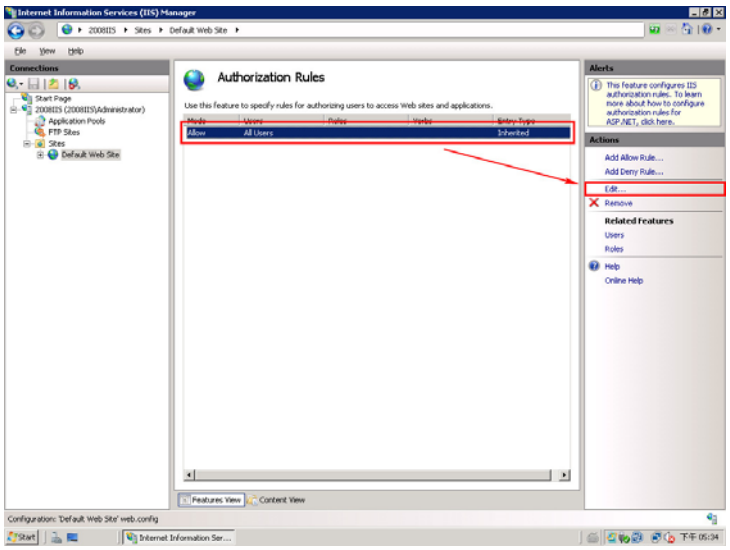
3. Enable “Basic Authentication” and “Windows Authentication”.

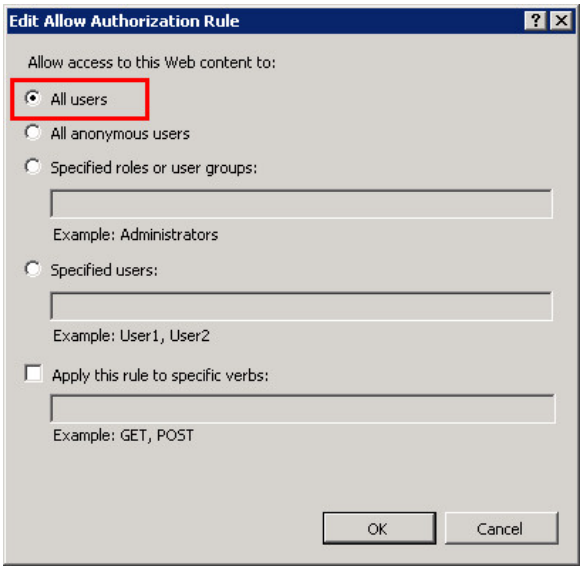


4. Double click “Authorization”.



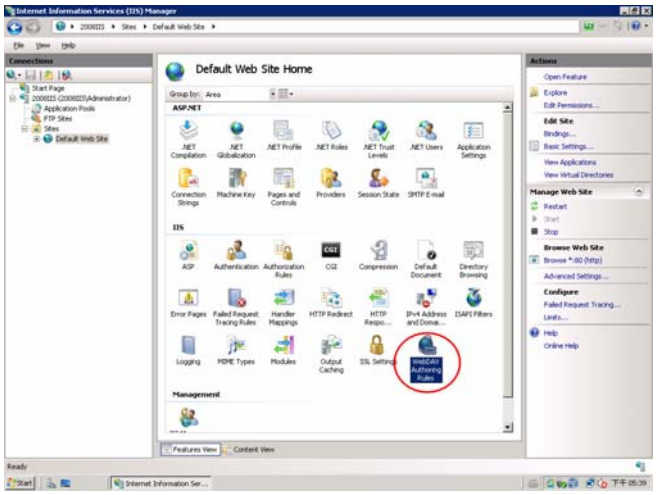
5. Make sure all users are allowed.



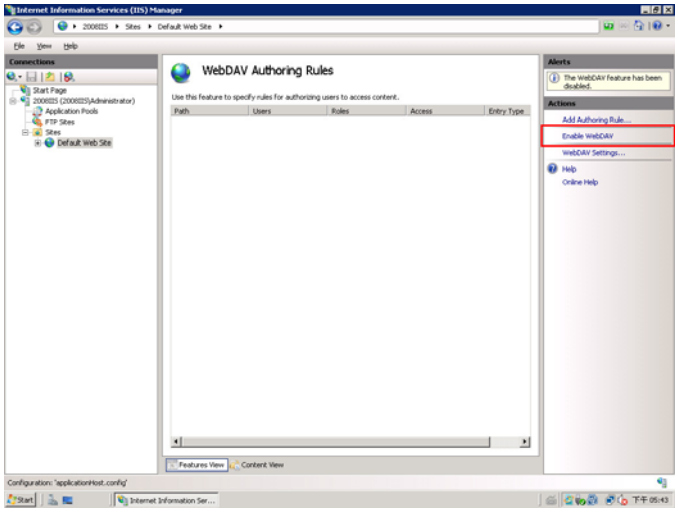


6. Make sure that WebDAV 7.5 has been installed.
   - Windows 7 or Windows Server 2008 R2:
     WebDAV 7.5 is embedded in Windows 7 and Windows Server 2008 R2. You can install WebDAV 7.5 in "Programs and Features (Windows 7) or "Server Manager" (Windows Server 2008).
   - Windows Vista or Windows Server 2008:
     Please download WebDAV 7.5 from Microsoft's web site or use "Web Platform Installer 2.0" to install WebDAV 7.5.

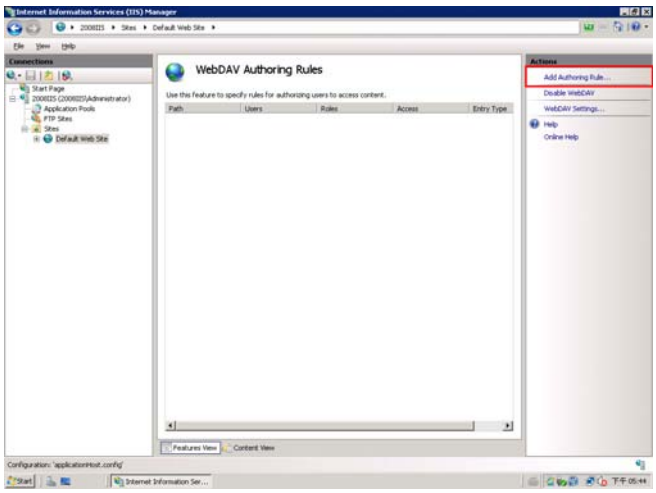
7. If WebDAV has been successfully installed, it can be found in the IIS Manager.



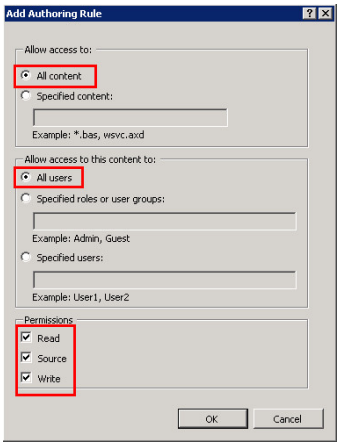
8. As the WebDAV feature has been disable by default, please enable it by double clicking “WebDAV Authoring Rules” and select “Enable WebDAV” on the right panel.



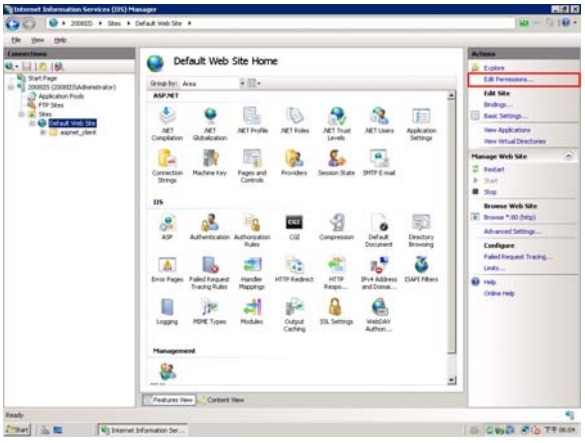
9. Select “Add Authoring Rule…” on the right panel.



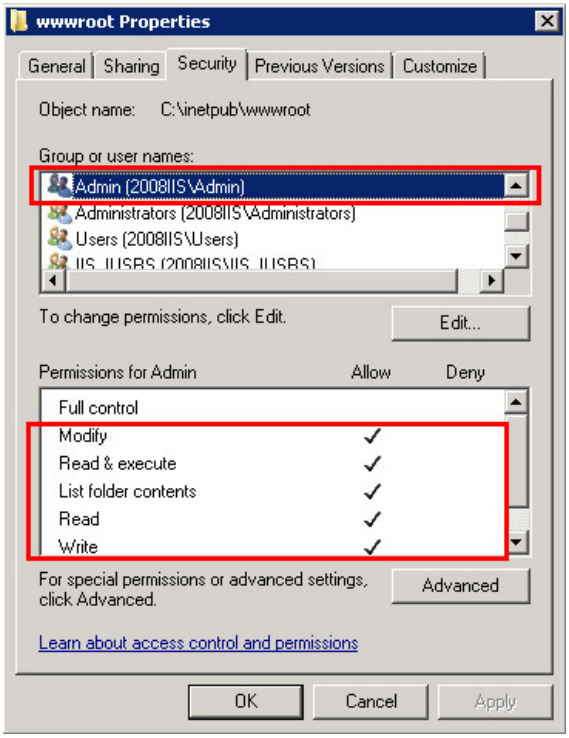
10. In the "Add Authoring Rule" dialog box, choose "All Content", "All users", and make sure the "Read", "Source", and "Write" have all been selected.



11. Select Site>Default Web Site and then the "Edit Permissions" from the Action option in the right panel.



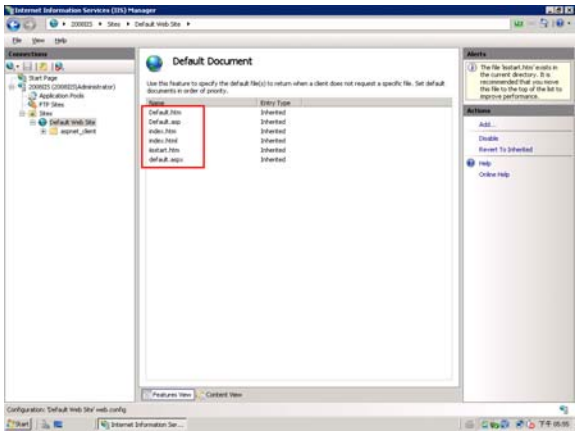
12. Add previously set new group such as “Admin” and allow the privilege of “modification”.

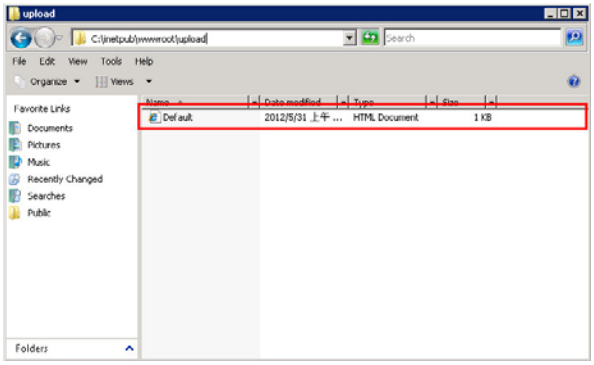


13. Press “OK” to complete the IIS setting.

Important!

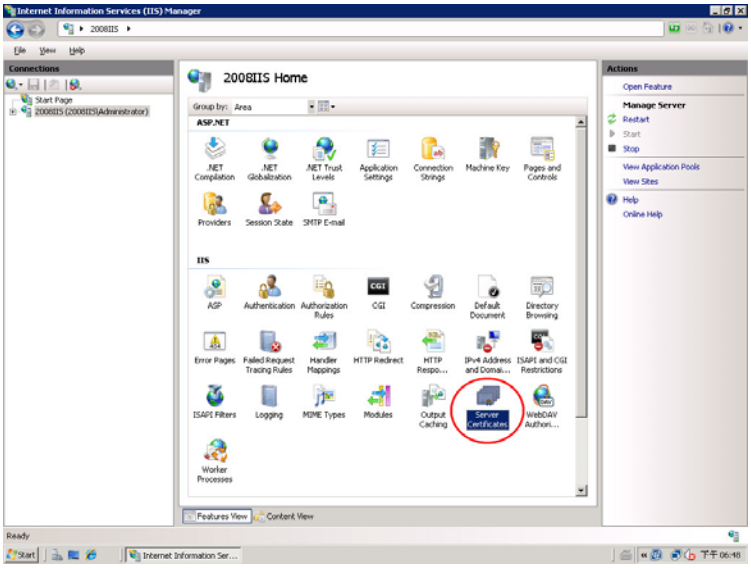
To successfully upload image files from the product to the HTTP server, it is necessary to create a html file in a specified folder of the HTTP server. Refer to Default Document to name the html file. For example, you can name it from a list of Default.htm, Default.asp, index.htm, index.html,iisstart.htm, or default.aspx as indicated below.



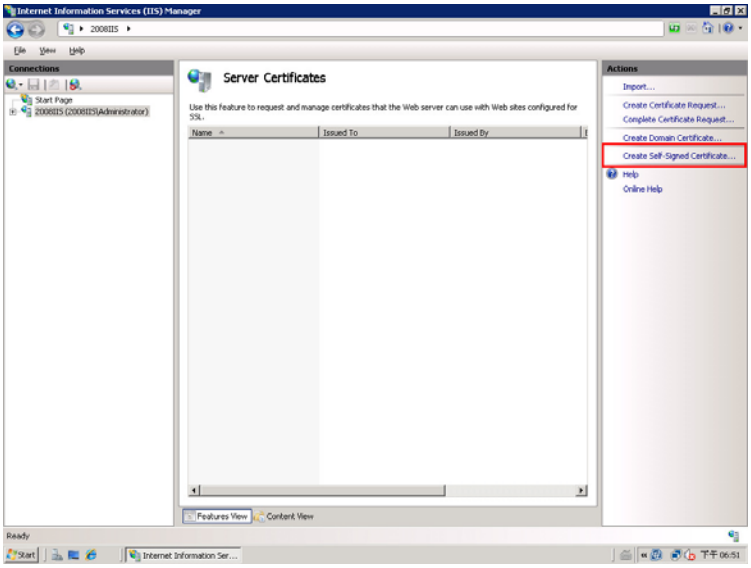


HTTPS PUT Method For IIS 7.X Setting in Windows 7, Windows Server 2008 or 2008 R2

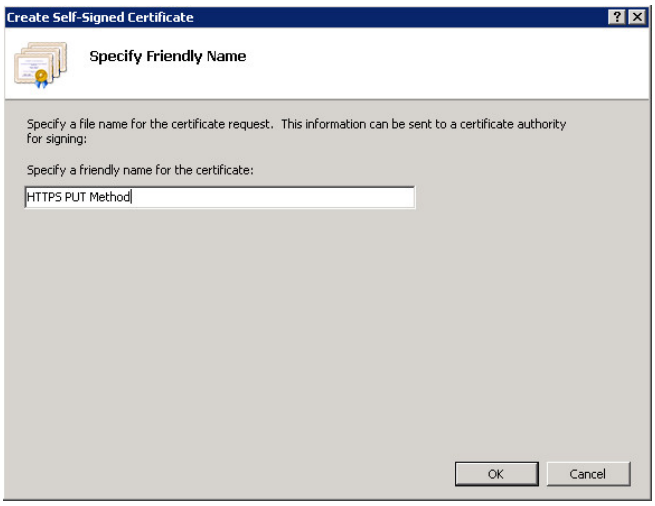
1. Start IIS Manager by clicking the "Start" menu and then choose >Administrative Tools>Internet Information Services (IIS) Manager. Choose the entire web site and then double click "Server Certificates".

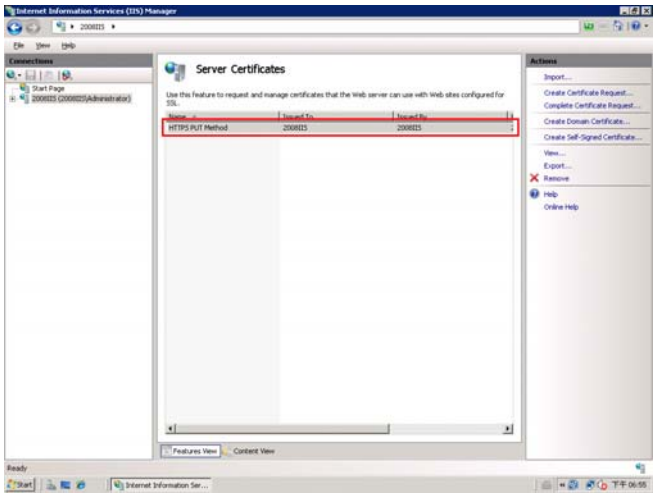


2. Double click "Create Self-Signed Certificate" from the "Actions" option on the right panel.

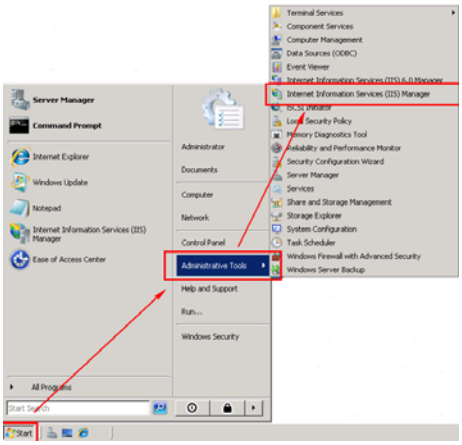


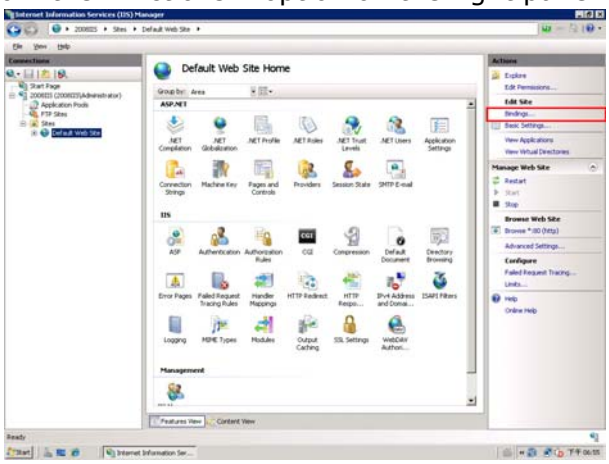
3. Specify a friendly name for the certificate. For example, HTTPS Put Method.


Create Self-Signed Certificate
Specify Friendly Name
Specify a file name for the certificate request. This information can be sent to a certificate authority for signing:
Specify a friendly name for the certificate:
HTTPS PUT Method
OK
Cancel

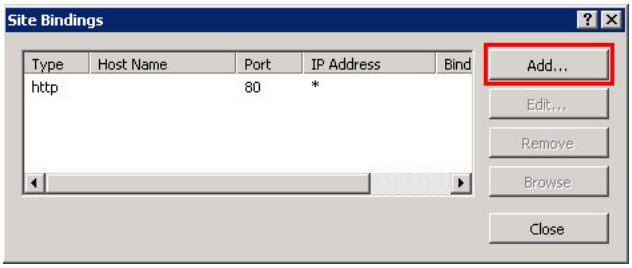


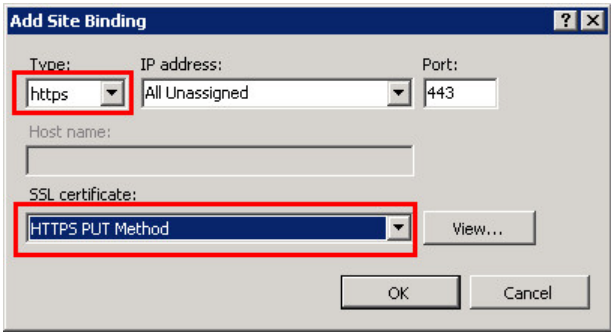
4. Start IIS Manager by clicking the "Start" menu and then choose >Administrative Tools>Internet Information Services(IIS) Manage. Choose Site>Default Web Site and then click "Bindings" from the "Actions" option on the right panel.

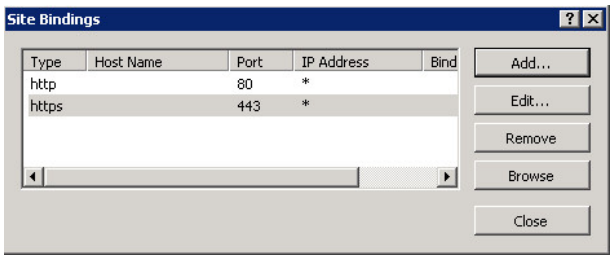




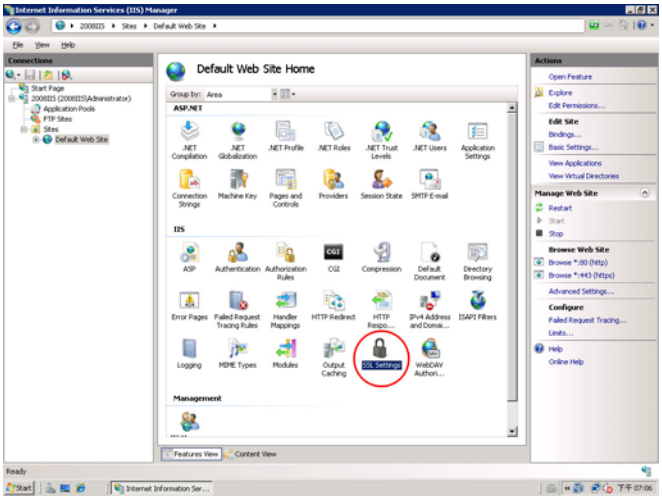
5. Add Site Bindings by clicking the “Add” button and then choose https and “HPPTS PUT Method” from SSL Certificate.



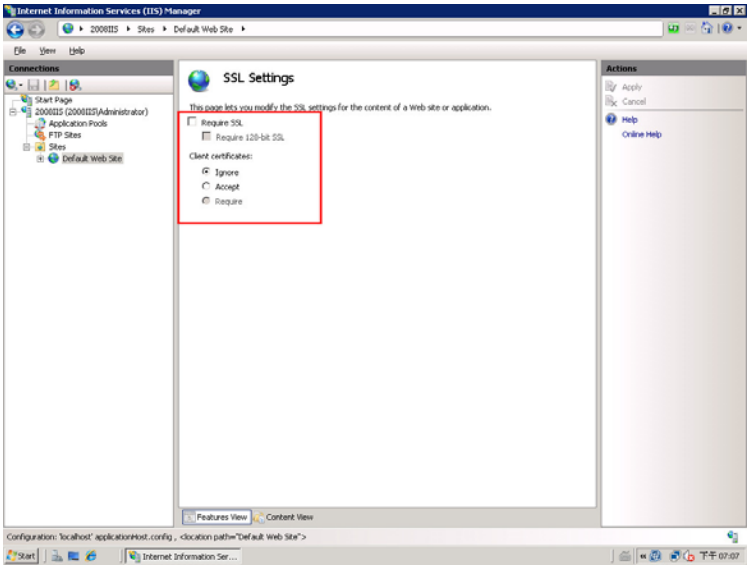




6. Start IIS Manager on the Control Panel and choose “Sites” >Default Web Site and then double click “SSL Settings” .



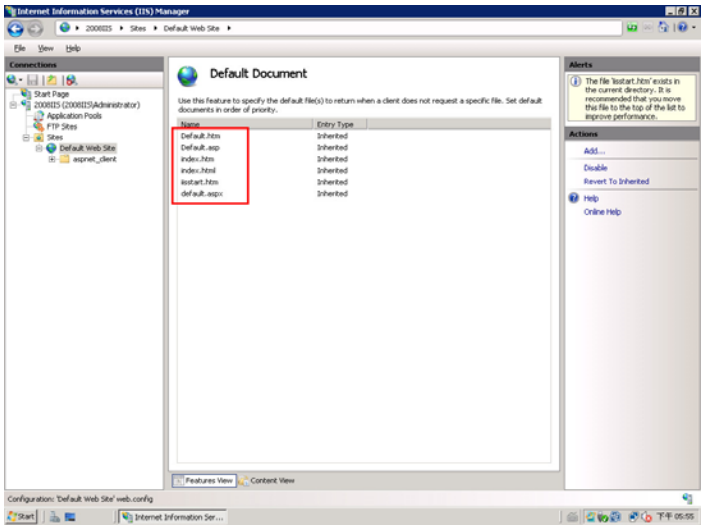
7. Do not select “Require SSL” and select “Ignore” on “Client certificates”.

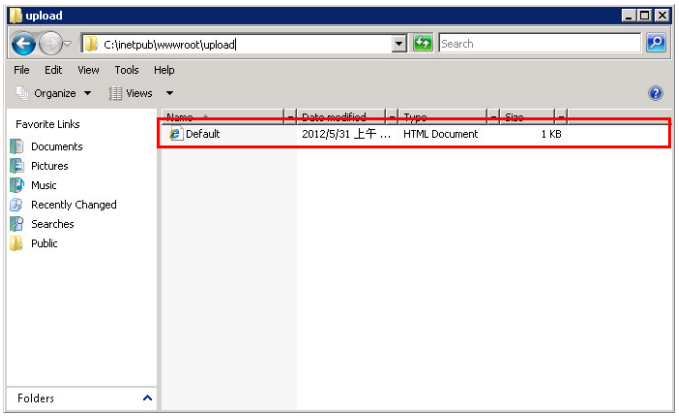


8. This will complete the HTTPS PUT Method settings for uploading files to HTTPS servers.

Important!

To successfully upload image files from the product to the HTTP server, it is necessary to create a html file in a specified folder of the HTTP server. Refer to Default Document to name the html file. For example, you can name it from a list of Default.htm, Default.asp, index.htm, index.html, iisstart.htm, or default.aspx as indicated below.





Editing a Folder by the Product's Web Page

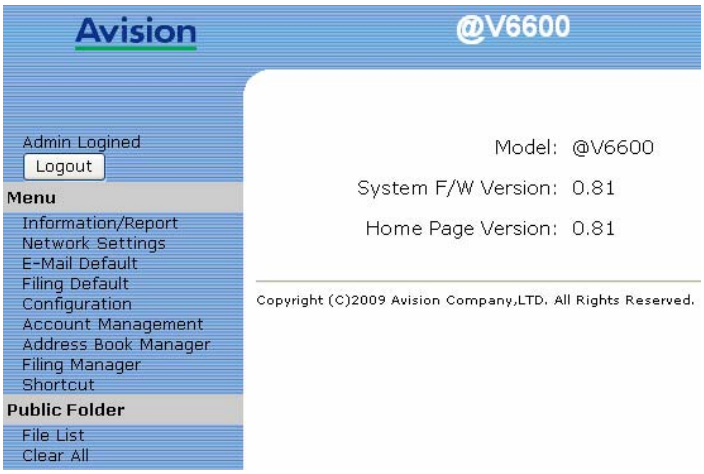
You can edit a folder (a filing destination) by creating a new folder, modifying a current folder, or deleting a current folder.

To add a new folder,

1. Type the IP address of the product in the URL field of your browser and then press Enter. The product's embedded web page with limited options appears as shown below.

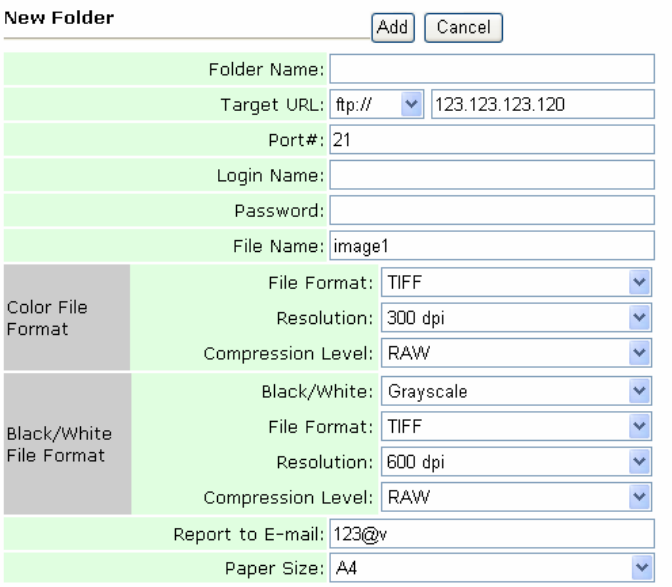
2. Click Login since the Configuration, Account Management, Address Book Manager, Folder Manager, Shortcut, and Clear All are blocked by login name and password. You will be prompted to enter a login name and password.

3. Click Login since the machine is shipped with no specific login name and password and then the web page will be automatically updated to contain full options.



4. Click **Filing Manager** to prompt the **Filing Manager** screen.

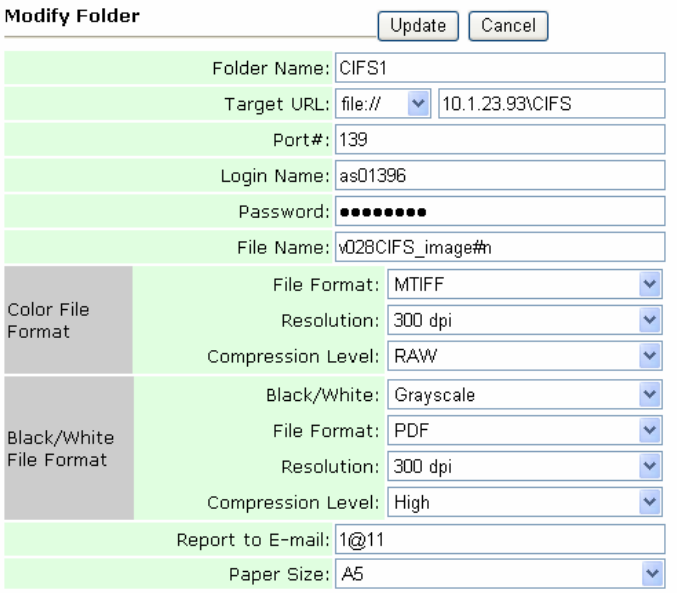
5. Click **New** to prompt the **New Folder** dialog box.



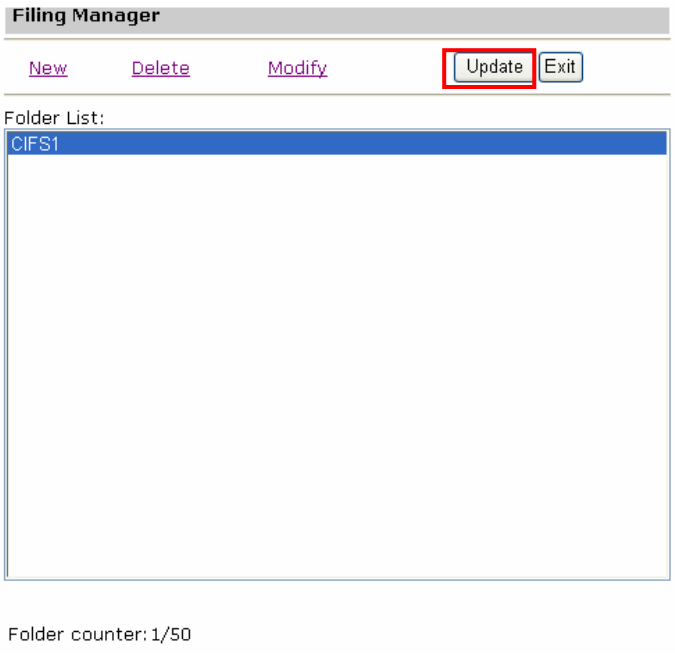
Note:

The first five folder names that are often used appear on the Folder main screen. Up to 40 folders can be entered. You can use the Up-Arrow or Down-Arrow key to scroll through all folders in the folder list.

6. Enter your folder information respectively. For simplicity, suppose you want to use the same settings as in the Filing Default.



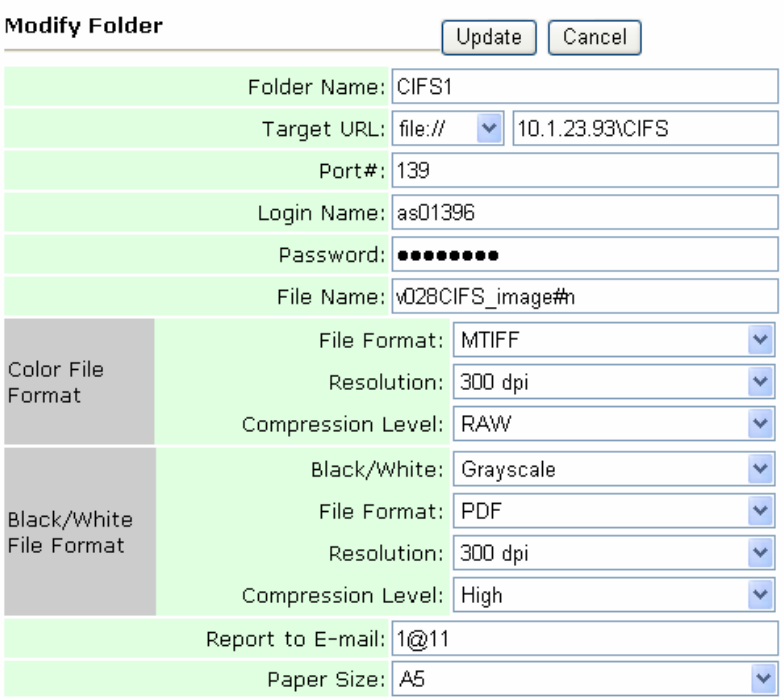
7. Click **Add** to temporarily save the latest data and return to the main screen. Your new folder name will be displayed in the main screen. Click **Update** to permanently save all the latest change or **Exit** to leave without saving any change.



To modify a current folder,

1. Repeat Step 1 to 3 from the previous section, *Editing a Folder by the Product's Web page*.

2. Choose a folder you wish to edit from the folder list and click **Modify** to prompt the following **Modify Folder** screen. Or you may double click the folder to prompt the **Modify Folder** screen.



3. Modify your folder content and click **Update** to temporarily save the latest data, or **Cancel** to exit and then return to the **Filing Manager** screen.

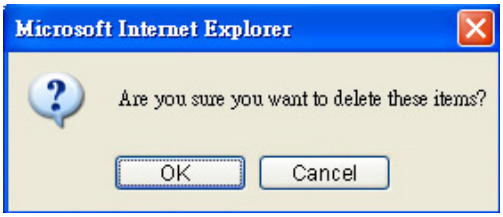
4. In the **Filing Manager** screen, click **Update** to permanently save all the latest changes on the product, or **Exit** to leave without saving any latest change.

To delete a folder,

1. Repeat Step 1 to 3 from the previous section, *Adding a New Folder By the Product's Web Page.*

2. Choose the folder you wish to delete in the **Filing Manager** screen.

3. Click **Delete** to erase the folder. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.



4. Click **Update** to permanently save all the latest changes on the product, or **Exit** to leave without saving any latest changes.

Creating A New Shortcut Button

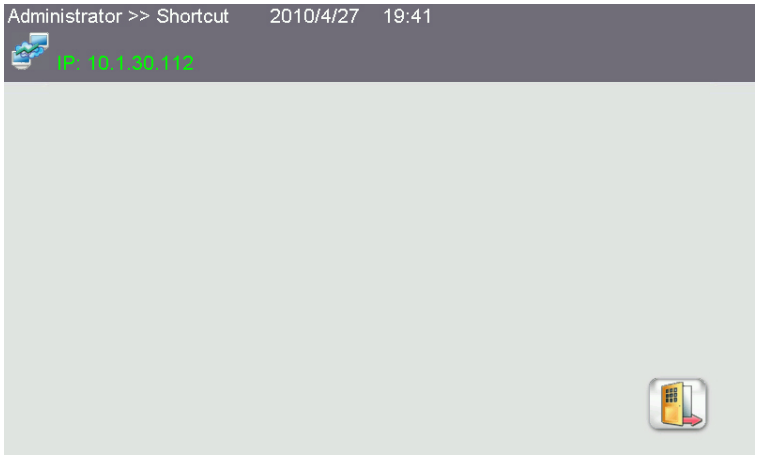
The product's Shortcut buttons provides you an effective way to make copy or distribute your documents in seconds. This function saves you a considerable amount of time in typing or choosing your favorable settings.

Before using the shortcut buttons, you need to first create the shortcut buttons via the product's web page or on the LCD Touch Panel.

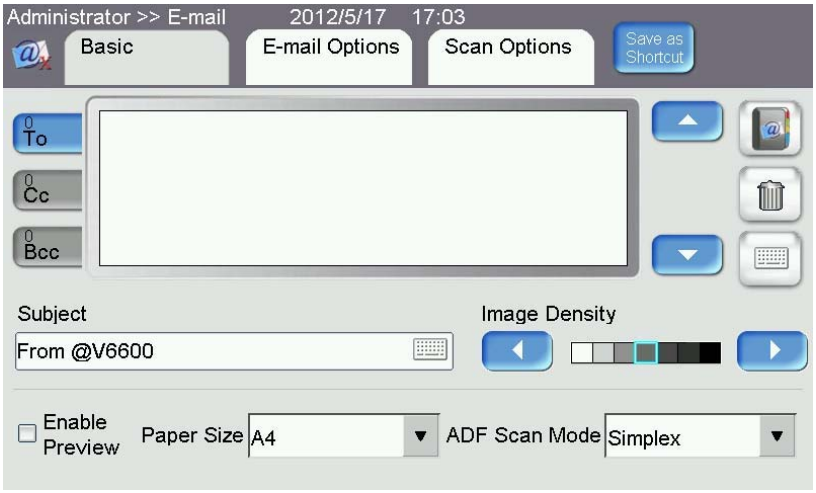
To create a new shortcut on the LCD Touch Panel,

1. Press the Shortcut button on the control panel. The following Shortcut screen appears.

2. Press the **Login** icon ( ) to enter the administrator's login name and password.
3. When login is successful, the following screen appears.

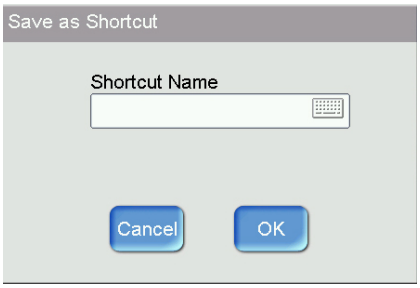


4. Choose your desired working mode for the Shortcut button by pressing the Copy, Filing or E-mail button. For example, the E-mail button is pressed. The following E-mail main screen appears.

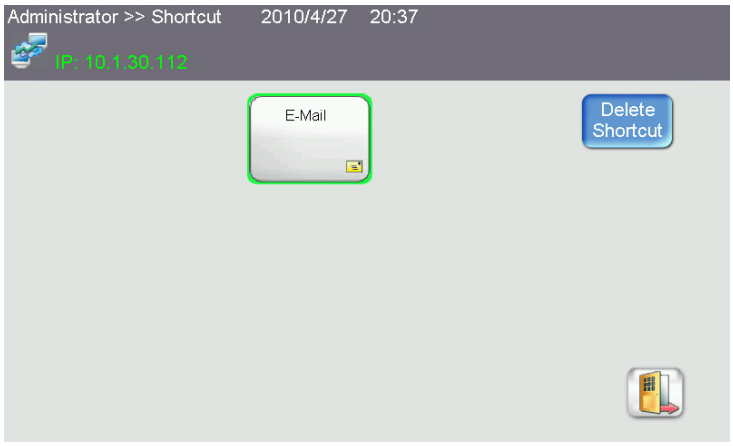


5. Enter your desired settings on the E-mail main screen.
6. If all settings have been set satisfactory, touch the **Save as Shortcut** button,

, to invoke the **Save as Shortcut** screen.



7. Enter your desired shortcut name in the box of **Shortcut Name**, for example, e-mail, and then touch the OK button to complete.
8. On the Shortcut screen, a new Shortcut button is added. (Up to eight Shortcut buttons can be created.)

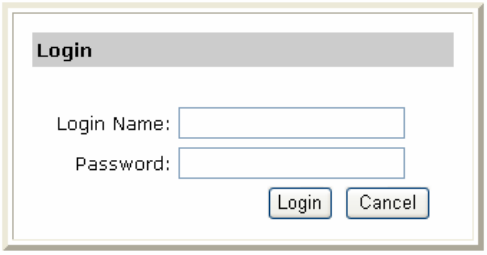


To create a new shortcut via the product's web page,

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.

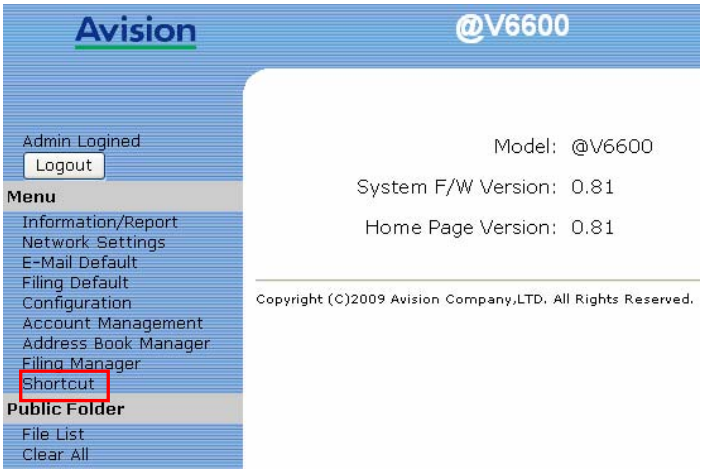
2. Type IP address of the product in the URL field. For example, http://10.1.30.83 The product's embedded web page with limited options appears as shown below.

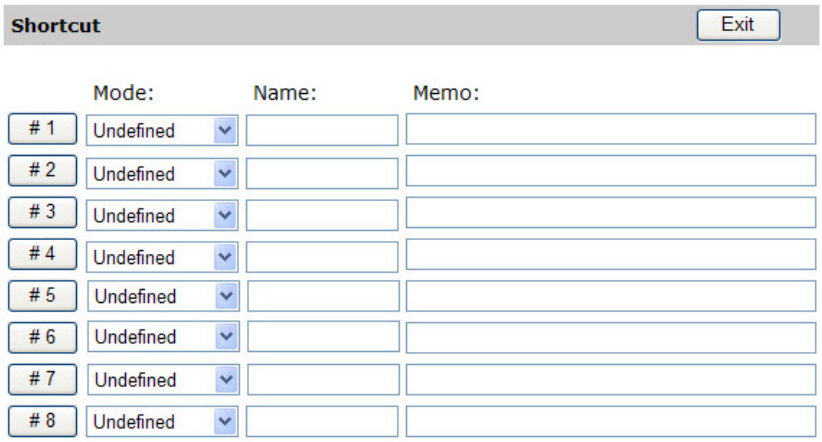
3. Click **Login** and you will be prompted to enter a login name and password.



4. Click **Login** since the machine is shipped with no specific login name and password and the web page will be automatically updated to contain full options.

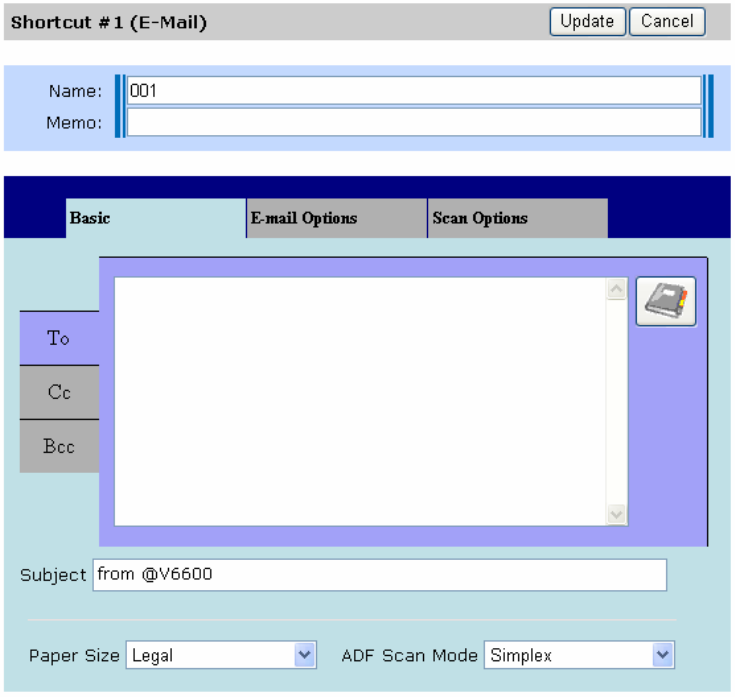
5. Click **ShortCut** to prompt the Shortcut screen. (You can assign your password later.)





6. Choose your desired working mode from the **Mode** drop-down list box for shortcut button #1. (For example, the Email mode)

7. Click the "#1" button to prompt the following **Shortcut #1 Settings** screen. (Note the default settings for the designated working mode will be displayed)



8. Enter name, memo, and e-mail addresses in the To, CC, or BCC box if necessary.

9. Enter your subject, and specify your desired paper size, and ADF scan mode if necessary.

10. Click the **E-mail Options** or the **Scan Options** tab if you wish to define more settings for your Shortcut button #1.

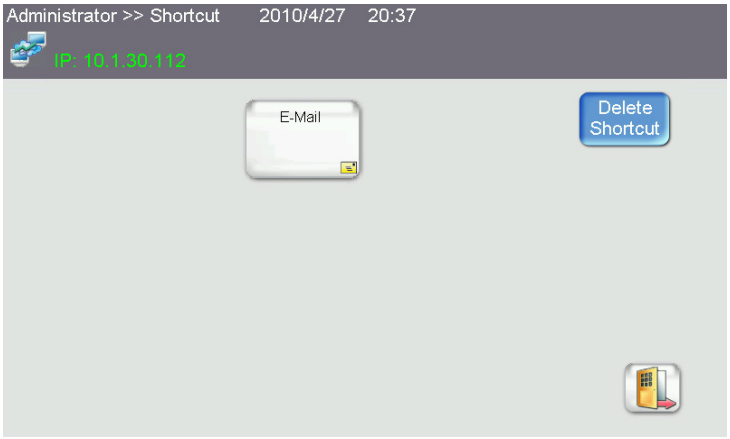
11. If all settings have been set satisfactory, click **Update** to permanently save the settings or Cancel to leave the screen without saving the settings.

Note:

- Up to eight shortcut buttons can be assigned.
- To edit your current shortcut button, simply click the button number and make your changes and click **Update** to save your changes.
- To delete your current shortcut button, click the button number and choose your working mode to be "**Undefined**".

To delete a current ShortCut via the LCD Touch Panel,

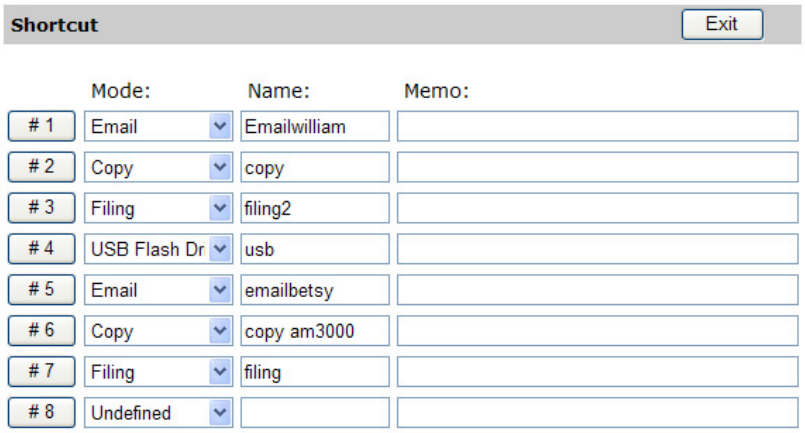
1. On the Shortcut screen, Press the **Login** icon ( ) to enter the administrator's login name and password.
2. If login is successful, a Delete Shortcut button will appear on the screen as shown in below.



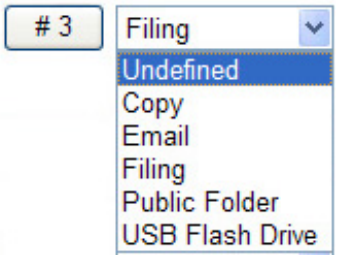
3. Touch the Shortcut button you wish to delete. The selected button will be highlighted.
4. Touch the Delete Shortcut button. A Confirmation dialog box appears.
5. Touch the OK button to delete your selected Shortcut button.

To Delete a Current Shortcut via the Product's Embedded Web Page,

1. Type the product's IP address in the URL address of your browser.
2. When the product's web page appears, click Login to enter the administrator's user name and password and click OK.
3. If login is successful, click the Shortcut item to prompt the Shortcut page.



4. Choose the Shortcut button which you wish to delete and choose your working mode to be "**Undefined**".



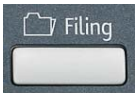
5. A Warning message appears. Choose OK and the selected Shortcut button is deleted.

4 Operation

With an intuitive control panel and a large LCD Touch Panel, the product is designed to be easy-to-use. After the administrator has completed the configuration of the machine, basically, operating the product takes only a few steps as follows.

1. Place your paper either in the ADF or on the glass.
2. Press

,

, or 

on the control panel.
3. If you are pressing

, enter an e-mail address or select one address from the address book. If you are pressing

, choose your desired folder to save your image.

   .
4. Press

(**"Black & White"**) or

(**"Color"**) button to start scanning and send the scanned document to your printer, e-mail address, or filing server.

The following sections describe the advanced steps on how to make copy of your scanned document and how to distribute your document over the internet.

Loading Paper

The product can scan and send document(s) either in the ADF (Automatic Document Feeder) or on the glass. If you need to send multiple pages, please load your papers in the ADF. The ADF can hold up to 50 pages at one time. If you need to send pages from books, newspaper clippings, or paper with wrinkles or curls, please place your paper on the glass.

Notice on Using the ADF

Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) can range in size from 5.8 by 8.3 inches to 8.5 by 14 inches.
- Document(s) can range in weight from 13 to 32 lbs (49~120 g/m^2).
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.
- Keep the glass clean without document placed on it.

Note:

To transmit irregular types of document(s), place the document(s) on the glass or make a copy first and then transmit the copy instead.

Placing Document(s) in the ADF

1. Make sure your document is free of staples, paper clips and is not tore out.

2. If you have multiple pages, fan your document(s) to avoid occasional paper jam.

3. Place your document(s) with the text **FACE UP** in the ADF and make sure that the top of each page feeds in first.

4. Adjust the Paper Guides to center the document(s) in the ADF.

Using the Paper Stopper

If you are using legal size paper, pull the paper stopper to its upright position as shown below. The paper stopper is designed to keep your document from falling to the floor during operation.

Placing Document(s) on the Glass

1. Open the document(s) cover to reveal the glass.

2. Place your document with the text **FACE DOWN** on the glass and align the document in the upper-left corner.

3. Close the document cover.

Using the Shortcut Button

To use the Shortcut button,

1. Press the **Shortcut** button on the control panel. The LCD Touch Panel shows the following Shortcut screen.

2. Select your desired Shortcut button.
3. Press

(**"Black & White"**) or

(**"Color"**) button to start scanning and send the scanned document to your printer, e-mail address, or filing server.

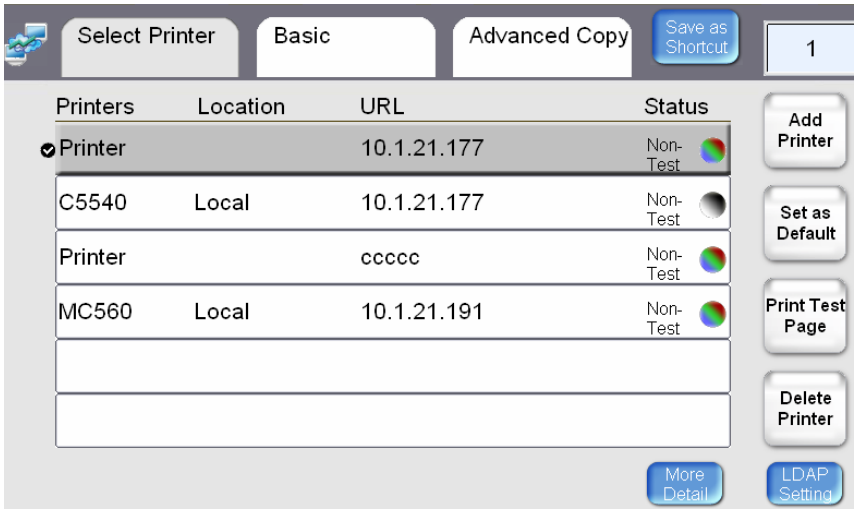
Basic Operation

Important!

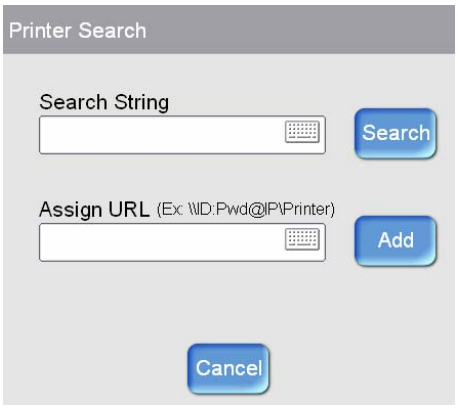
Before making copies through a network printer, please make sure the printer has been connected to the network and that the power of the printer has been turned on FIRST. Otherwise, the copy function may not work properly.

Using the Default Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **Copy** button on the control panel to prompt the **Copy** main screen.



3. Touch the **Add Printer** button to prompt the **Printer Search** screen.

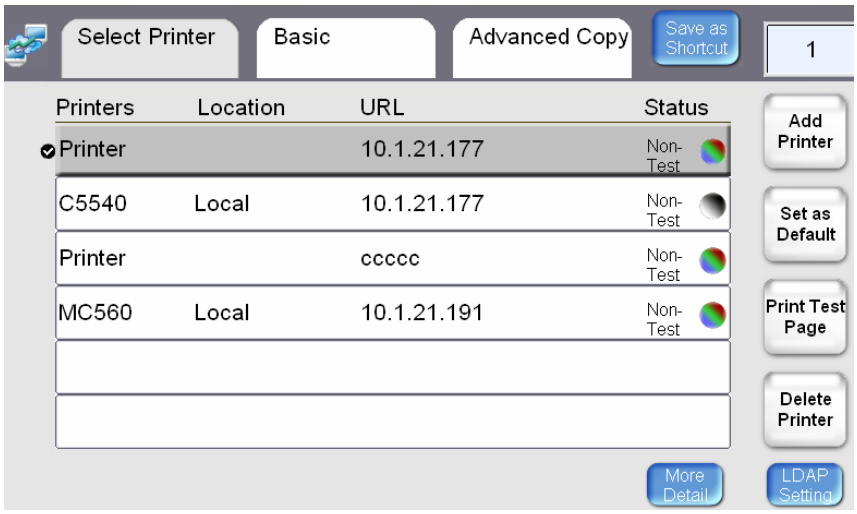


4. Type a printer's name in the **Search String** box and then touch the **Search** button to list all printers that have similar names, and then select and add your desired printer. Or type a printer's URL path in the **Assign URL** box, and touch the **Add** button to add the printer.

5. Press the **B&W Start** or **Color Start** button on the control panel to copy your document(s).

Using Special Settings

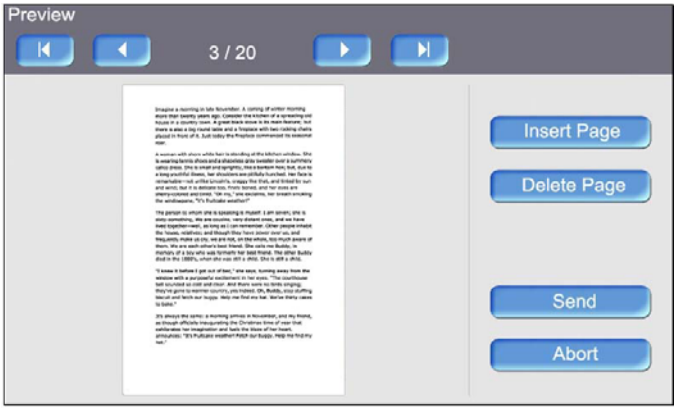
1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **Copy** button on the control panel to prompt the **Copy** main screen.

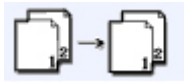
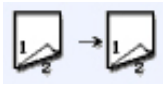
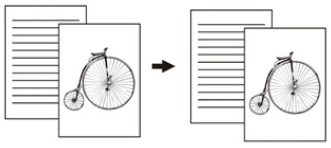
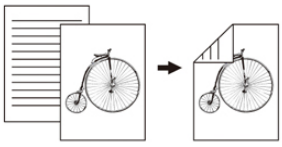
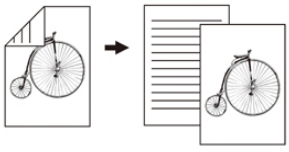
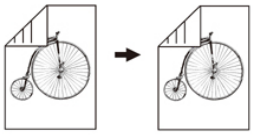


3. If you need to make more than one copy, enter your desired copy count with the numeric keypad on the control panel. The number of copy will appear on the upper right corner.
4. If you need to set a default printer, touch and select a printer in the printer list and then touch the **Set as Default** button to set the default printer. The selected default printer will be checked.
5. If you need to print the test page of a printer, touch and select a printer in the printer list and then touch the **Print Test Page** button to print the test page.
6. If you need to delete a printer in the printer list, touch and select a printer in the printer list and then touch the **Delete Printer** button. A warning dialog box will confirm whether to delete the selected printer. Click OK to delete the selected printer or Cancel to return to the **Select Printer** screen.
7. On the **Basic** screen, check if the paper size, the present scaling percentage, or the paper tray meets your requirement. If not, make any change that suits your needs.
8. Touch the **Advanced Copy** tab to prompt more settings. (For more information about the settings, see the settings description below.)
9. Press the **B&W** or **Color** button on the control panel to copy your document(s) in black and white.

Settings Description

Select Printer	
Item	**Description**
Add Printer	Add a printer. Type in a printer name in the Search String box and touch the Search button to add the printer. Or type in a printer URL in the Assign URL box, and touch the add button to add the printer.
Set as Default	Touch a printer in the printer list and then touch the Set as Default button to set the default printer.
Print Test Page	Choose a printer in the printer list and then touch the Print Test Page button to print the test page. Note: If your machine is connecting to a network color printer, "print test page" is required to obtain correct colorant sequence. Otherwise, the colors may not look correct on your color copies.
Delete Printer	Touch a printer in the printer list and then touch the Delete Printer button to delete the selected printer.
LDAP Setting	Set up all the LDAP settings. **LDAP Server IP or URL**: Enter your LDAP server IP or URL address here. **Port #:** Enter the port number of the LDAP server. **Login Name:** Enter the login name of the LDAP server. **Password:** Enter the password of the LDAP server. **Base DN:** Enter your base DN.
More Detail	Show the printer information such as printer name, location, and URL.
Basic	
Reduce/Enlarge	Select your scaling percentage by touching the **Switch** button. **Choice: *100%, 25%, 50%, 78% (Legal -> Letter), 127% (Letter -> Legal), 200%, Variable** Variable means selecting your scaling percentage in one percent increment from 25%~400% by the Up-arrow and Down-arrow key.

Enable Preview	Check Enable Preview if you wish to display the reduced-size of your scanned document before distributing them to the network. The preview image allows you to check if your scanned image has been skew, upside down or if the scanned size is correct. If one page looks skew, you can delete and rescan that page. Uncheck this item to disable this function.  The Preview Screen
Paper Tray	Sets which paper tray will be used for current Copy job. **Choice**: ***Auto** (Select paper tray automatically), **Tray 1, MP(Multi-purpose) Tray** Please confirm if the paper size of the scanner's LCD has changed when you change the paper size of the printer.
Paper Size	Choose your original paper size. **Choice: *A4, Letter, A5, B5, Legal.** **Note:** The Legal option is available from the ADF only.
* Factory Default	

Advanced Copy	
Collate	Choose your copies to be placed in "Sort" (e.g. pages 1,2,3/1,2,3/1,2,3) or "*Stack" (e.g. pages 1,1,1/2,2,2/3,3,3) orders.
Duplex	Choose one of the four types for your duplex printing. (Check if your printer includes a duplex option.) **Choice: 1 to 1 Sided, *1 to 2 Sided, 2 to 2 Sided, 2 to 1 Sided** **1 to 1 Sided**: Copy single-sided originals onto one side of one sheet of paper. **1 to 2 Sided**: Copy single-sided original onto two sides of one sheet of paper. **2 to 1 Sided**: Copy double-sided original onto one side of one sheet of paper. **2 to 2 Sided**: Copy double-sided original onto two sides of one sheet of paper.  **1 to 1 Sided** **1 to 2 Sided** **2 to 1 Sided**  **2 to 2 Sided** Example:  **1 to 1 Sided**  **1 to 2 Sided**  **2 to 1 Sided**  **2 to 2 Sided**

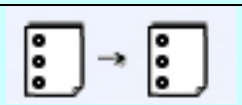
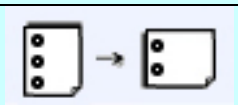
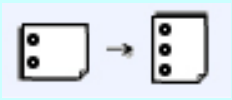
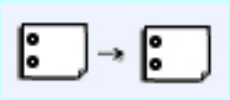
Orientation

Specify how you would bind your duplex printing.

Note: This feature is available only if a duplex option is installed.

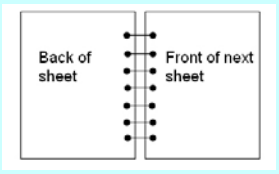
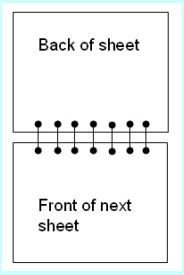
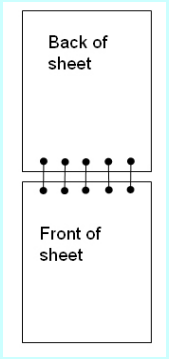
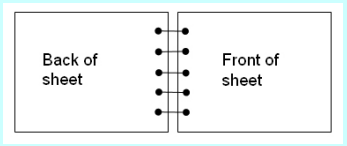
Choice: *Long Edge to Long Edge, Long Edge to Short Edge, Short Edge to Long Edge, Short Edge to Short Edge

Long Edge means documents to be bound or to be flipped on the long edge of paper.
Short Edge means documents to be bound or to be flipped on the short edge of paper.

 **Long Edge to Long Edge** Turn your documents from long-edge binding to long-edge binding.	 **Long Edge to Short Edge** Turn your documents from long-edge binding to short-edge binding.
 **Short Edge to Long Edge** Turn your documents from short-edge binding to long-edge binding.	 **Short Edge to Short Edge** Turn your documents from short-edge binding to short-edge binding.

Note: The selection of orientation varies depending on type of duplex printing.

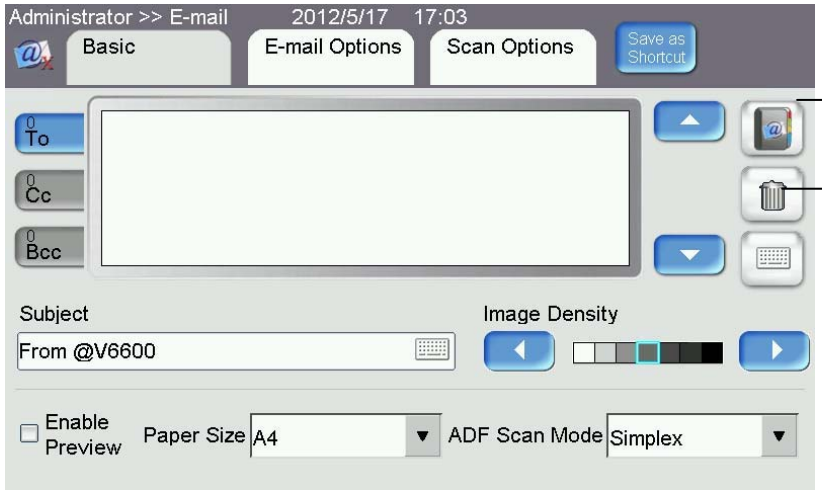
Duplex Type	Availability of Orientation
1 to 1 sided	All options are unavailable.
2 to 1 sided	Only Long Edge to Long Edge and Short Edge to Long Edge are available.
1 to 2 sided	Only Long Edge to Long Edge and Long Edge to Short Edge are available.
2 to 2 sided	All options are available.

	Example: Long Edge:  /  Short Edge:  / 
Stamp	If you wish to contain specific wordings as your stamp, please enter text in this option for your scanned document. (Note: In the **Stamp** field, there is a small "Soft Keyboard" icon shown at the upper-right corner. Touch anywhere on the **Stamp** field to bring up the soft keyboard to enter your stamp characters.)
***** Factory Default	

Basic Operation

Using the Default Setting

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **E-mail** button on the control panel. The following **E-mail** main screen appears.



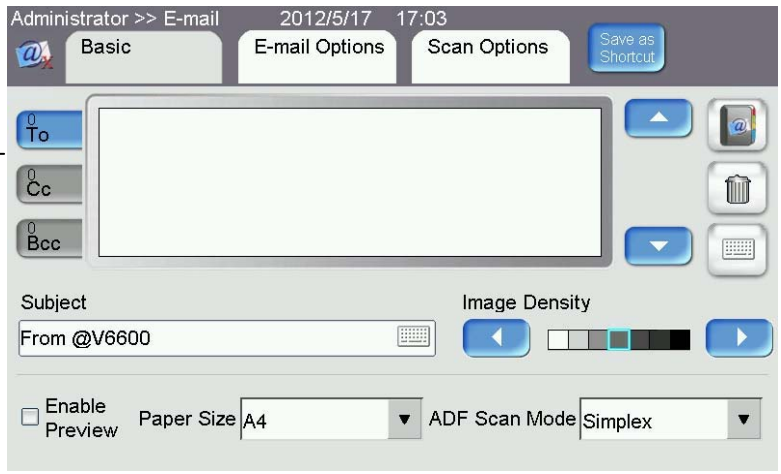
3. Enter the e-mail address.

   - Touch any place on the "To" field (the empty box in the center) to bring up the "soft keyboard" to type your email address. Press **Enter** to type the 2nd e-mail address and then click **Return** to return to the **E-mail** main screen.
   - You may also touch the **Address Book** button to bring up the address book and then select from the list. You can also select multiple addresses at one time.
   - You can delete the E-mail address by touching the **Delete** button after you input your email address.

4. Press the **B&W** button to send your document(s) in black and white, or the **Color** button to send your document(s) in color.

Using Special Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **E-mail** button on the control panel. The following **E-mail** main screen appears.



The "To"/"CC"/ "BCC" Field

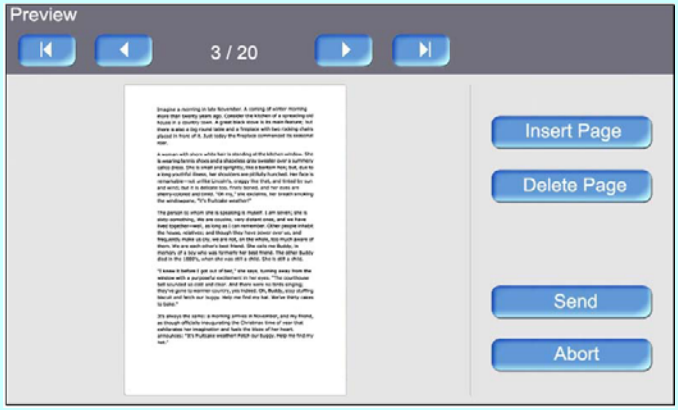
3. Enter the e-mail address.

   - Touch any place on the "To" field (the empty box in the center) to bring up the "Soft Keyboard" to type your email address. Press **Enter** to type the 2nd e-mail address and then click **Return** to return to the **E-mail** main screen.
   - You may also touch the **Address Book** button to bring up the address book and then select e-mail addresses from the list. You can also select multiple addresses at one time.

4. Enter or select CC and BCC address as well, if necessary. Enter the subject of your e-mail via the soft keyboard. If not, the "Default Subject" will be displayed in recipients' e-mail message.
5. On the **Basic** screen, check if the original size or ADF scan mode meets your requirement. If not, change the settings to suit your needs.
6. Press the **E-mail Options** tab to prompt the **E-mail Options** screen. Enter the file name of the scanned document, the "**From**" address, the "**Reply to**" address and type your e-mail message if necessary in the **Text** field via the soft keyboard. (For more information about the settings, see the settings description below.)
7. Press the **Scan Options** tab to prompt the **Scan Options** screen. Change the file format, resolution, and compression level of the scanned image if the default settings are not satisfactory.

8. Press the **B&W** button to send your document(s) in black and white, or the **Color** button to send your document(s) in color.

Settings Descriptions

Basic	
Item	**Description**
Paper Size	Choose your original paper size. **Choice: *A4, Letter, A5, B5, Legal.** **Note:** The Legal option is available from the ADF only.
ADF Scan Mode	**Choice: Simplex, Duplex(Long), Duplex(Short)** **Simplex:** If your original is a single-sided document, choose Simplex to scan your documents only in one side. **Duplex(long):** If your original is a double-sided document which is bound along the long edge of paper, choose **Duplex(Long)** to scan your document in the front and the rear side. **Duplex(Short):** If your original is a double-sided document which is bound along the short edge of paper, choose **Duplex(Short)** to scan your document in the front and the rear side.
Enable Preview	Check Enable Preview if you wish to display the reduced-size of your scanned document before distributing them to the network. The preview image allows you to check if your scanned image has been skew, upside down or if the scanned size is correct. If one page looks skew, you can delete and rescan that page. Uncheck this item to disable this function.  The Preview Screen

E-Mail Options	
Item	**Description**
File Name of Attachment	Enter the file name for your scanned document without extension. If you have not entered a value in the box, the system will bring you a default file name, image. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test0500001
From	Enter the "From" address of your outgoing mails from the product. If an e-mail can not be sent, notification is returned to this address. If the administrator has not set the device's email account in the Mail Server settings, you can enter the email address here. This is the "From" address in your e-mail when you receive an email from the product.
Reply To	Enter a "Reply to" address if you wish to specify a reply address which is different from the "From" address. Up to 60 characters can be entered in the field. To enter the address, you may press anywhere on the "Reply To" field to bring up the soft keyboard to type the address.
Text	Type your email message here. To enter the text, you may press anywhere on the "Text" field to bring up the soft keyboard to type the text.
File Separation	Limit the file size of the attachment of each outgoing email to avoid the size limitation from SMTP servers. Use the combo box to select from the list. **Choice: 5MB/10M/30MB/*Unlimited**

Scan Options	
Image Density	7 levels of density are provided to adjust the lightness or contrast of your document. If your original document is too light or too dark, you can use this setting to adjust the scanned image.
Scan Quality	If some settings of the **Color** and **Black / White** are changed, this option will be switched to **Custom.** Setting this option back to **Standard** means using the default settings of the **Color** and **Black / White**, which are described in the following rows of this table. **Choice: *Standard, Custom**
Color Space	Choose the scanning color space. **Choice: *sRGB**
Color	**File Format:** Choose the file format for your scanned image. **Choice includes JPEG, *PDF, S-PDF** Note: Choose PDF when you need to scan multi-page document and convert it to a single image file. S-PDF file format allows you to save one image page in a single file. **Compression Level:** Choose the compression level for your scanned image. **Choice: Low, Medium, *High,** **Resolution:** Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. **Choice: 150, 200, *300, 400, 600 dpi.** **Note:** If you are scanning duplex (two-sided) paper in color mode, the max. resolution is 400 dpi.
Black / White	Choose "**Grayscale**" if you wish to make gray copies or ***Monochrome** to make a B&W (single-bit) copies. **Resolution:** Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. **Choice: 150, 200, *300, 400, 600 dpi.** **File Format:** Choose the file format for your scanned image. **Choice includes MTIFF, TIFF, *PDF, S-PDF, JPEG** **Compression Level: Low, Medium, *High, G4** (If you choose **Grayscale**, the file formats include **JPEG, PDF,** and **S-PDF.** If you choose **Monochrome**, the file formats include **S-PDF PDF, TIFF,** and **MTIFF**, and the **compression Level** of MTIFF or TIFF includes G4 only.)

Remove Blank Page	Choose if you wish to remove blank page and your desired threshold. **Choice: *Off, 20%, 40%, 60%, 80%, 100%**
* Factory Default	

Note:

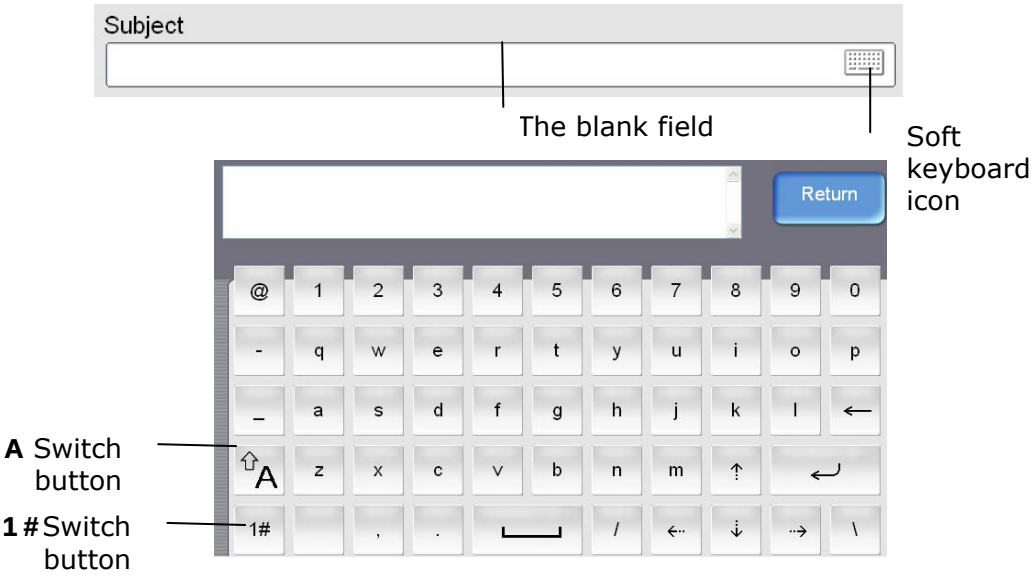
- ✓ If you make a mistake during the process, press the **Stop** button on the control panel to cancel the operation.
- ✓ The machine allows you to send the scanned document(s) to multiple e-mail addresses. After finishing entering your first e-mail address, simply press **Enter** to type your next address in the next line.
- ✓ Up to 64 characters can be entered in the File Name of Attachment, "To", "From", "Reply to", "Subject", and the "Text" fields.
- ✓ If you wish to scan a multi-page document and convert it to a single image file, choose your output file format to be MTIFF or PDF.

Using the Soft Keyboard

In the **E-mail** main screen, the soft keyboard is used to enter your e-mail address, or message in the text field.

To use the soft keyboard,

1. Whenever there is a soft keyboard icon shown in the blank field, for example, the following **Subject** field on the **E-mail** screen, touch anywhere on the blank field to bring up the soft keyboard.



2. To enter small letters or other characters, press the **A Switch** button to bring up the small-letter keyboard or the **1# Switch** button to bring up the special letter keyboard.

3. To return to the **E-mail** main screen, press the **Return** button.

Using the Address Book

To select e-mail addresses or groups,

1. Touch the **Address Book** icon on the **E-mail** main screen. The following **Address Book** screen appears.
2. Touch an e-mail address or group. The selected one will be highlighted. (You may touch another address or group for multiple selections.)
3. Touch **OK** to return to the **E-mail** main screen.

Note:

✓ E-mail address group includes many E-mail addresses. A (group) mark will be shown in the email list under the **Address** column to indicate it is an E-mail address group instead of a single E-mail address.

To search an e-mail address or a group,

1. On the **Address Book** main screen, choose your search type in the **Search** box. (**Public** means to search the addresses from current Address Book of the product. **LDAP** means to search the addresses from an external address book on a LDAP server.)
2. Enter your search string via the soft keyboard.
3. Touch the **G0!** button to start searching.

The product allows you to scan your document and send the images files in a USB flash drive, a public folder, or a server in the network such as CIFS, FTP. To store the images in a public folder is actually store them in the product's memory (CF card). You can download the images stored in the CF card with the product's web site.

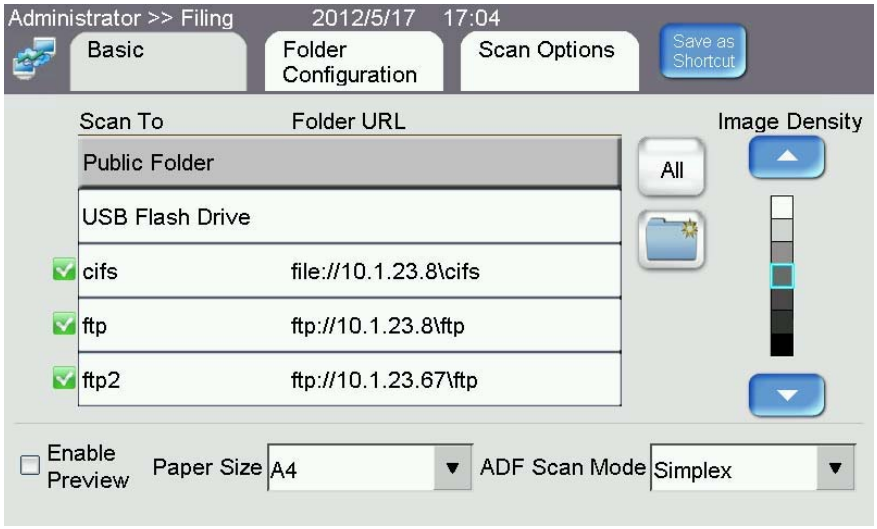
A folder contains a list of parameters such as your filing protocol, directory, file name and other scanning parameters. On how to set up a new folder, please refer to the preceding section, **"Adding a New Folder By the Product's Web page"** in the previous chapter.

Basic Operation

Using the Default Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.

2. Press the **Filing** button on the control panel. The LCD Touch Panel prompts the following **Filing** main screen.



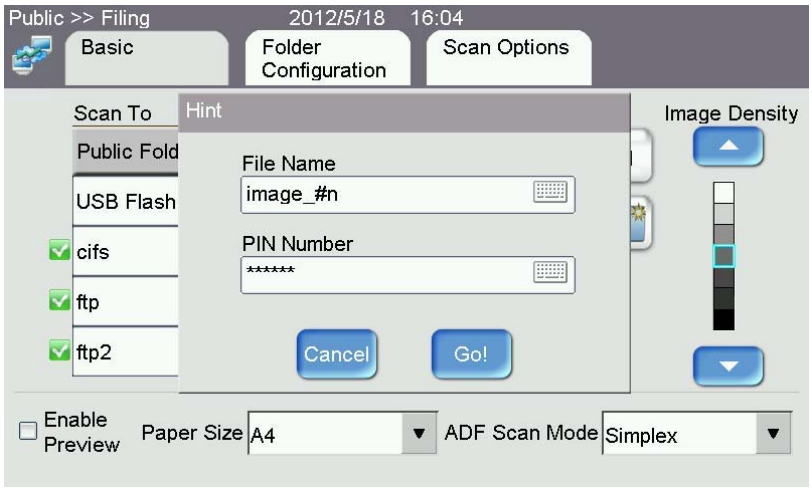
3. Choose a folder to place your scanned image.
   - Or you may use the **Up-arrow** or **Down-arrow** button to scroll from the list.
   - Or you may switch to most frequently used folder list by touching the **Freq.** button.
   - Or you may switch to all used folder list by touching the **All** button.

4. Press the **B&W** button to send your document(s) in black and white, or the **Color** button to send your document(s) in color.

Important :

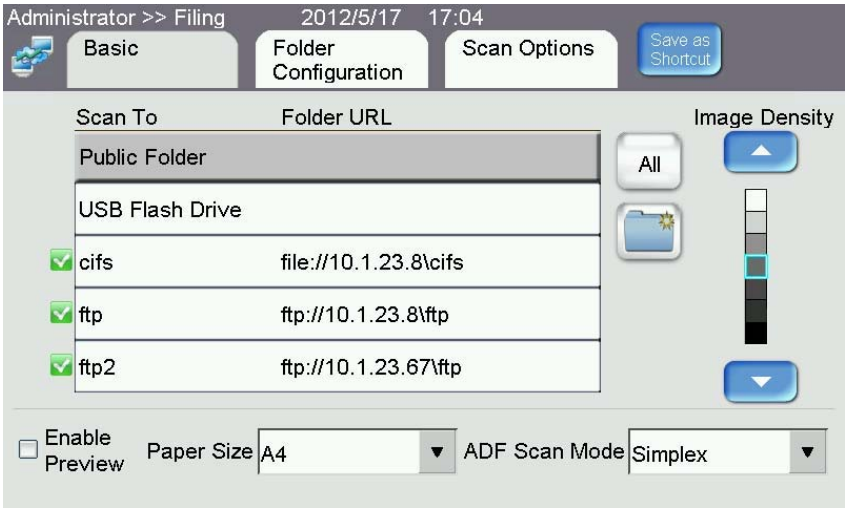
If you choose to send your scanned images to a public folder, a "Pin Number" dialog box will be prompted after pressing the "**B&W**" button. Type your desired pin number and file name and then press the "Go" button. The document will be scanned and sent to the public folder.

Pin number is used to manage and download the image files in the public folder with the product's web page. On how to download the image files, please refer to the subsequent section *Downloading the Files in the Public Folder* on page 87.



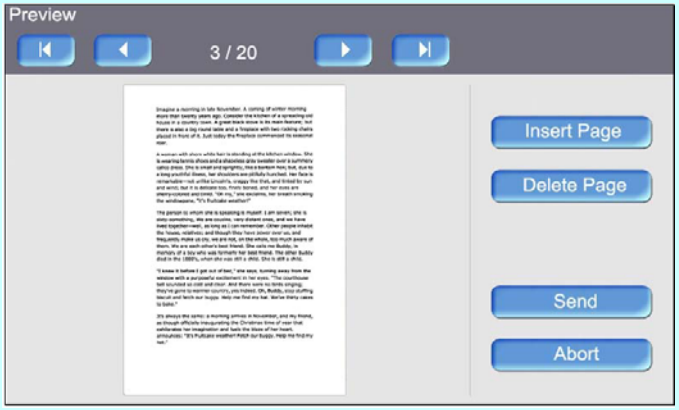
Using Special Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **Filing** button on the control panel. The LCD Touch Panel prompts the following **Filing** main screen.



1. Choose a folder to place your scanned image.
   - Or you may use the **Up-arrow** or **Down-arrow** button to scroll from the list.
   - Or you may switch to most frequently used folder list by touching the **Freq.** button.
   - Or you may switch to all used folder list by touching the **All** button.
2. On the **Basic** screen, check if the original size or ADF scan mode meets your requirement. If not, change the settings to suit your needs.
3. Touch the **Folder Configuration** tab to prompt the **Folder Configuration** screen. If you are a registered user with a different login name displayed on the **Folder Configuration** screen, please enter your own login name and password and the e-mail address to send the filing report.
4. Touch the **Scan Options** tab to prompt the **Scan Options** screen. Change the file format, resolution, and compression level of the scanned image if the default settings are not satisfactory. (For information about the setting, please see the setting descriptions below.)
5. Press the **B&W** button to send your document(s) in black and white, or the **Color** button to send your document(s) in color.

Setting Descriptions

Basic	
Item	**Description**
Paper Size	Choose your original paper size. **Choice: *A4, Letter, A5, B5, Legal.** **Note:** The Legal option is available from the ADF only.
ADF Scan Mode	**Choice: Simplex, Duplex(Long), Duplex(Short)** **Simplex:** If your original is a single-sided document, choose Simplex to scan your documents only in one side. **Duplex(long):** If your original is a double-sided document which is bound along the long edge of paper, choose **Duplex(Long)** to scan your document in the front and the rear side. **Duplex(Short):** If your original is a double-sided document which is bound along the short edge of paper, choose **Duplex(Short)** to scan your document in the front and the rear side.
Enable Preview	Check Enable Preview if you wish to display the reduced-size of your scanned document before distributing them to the network. The preview image allows you to check if your scanned image has been skew, upside down or if the scanned size is correct. If one page looks skew, you can delete and rescan that page. Uncheck this item to disable this function.  The Preview Screen

Folder Configuration	
Login Name	If you are a registered user with a different login name displayed on the **Server Options** screen, please enter your own login name here.
Password	Enter your own password of the destination server if you are a registered user yet with a different login name displayed on the screen.
Report to E-mail	Enter an e-mail address if you wish to send the filing report to the e-mail.
Scan Options	
Item	**Description**
Density	7 levels of density are provided to adjust the lightness or contrast of your document. If your original document is too light or too dark, you can use this setting to adjust the scanned image.
Scan Quality	If some settings of the **Color** and **Black / White** are changed, this option will be switched to **Custom.** Setting this option back to **Standard** means using the default settings of the **Color** and **Black / White**, which are described in the following rows of this table. **Choice: *Standard, Custom**
Color Space	Choose the scanning color space. **Choice: *sRGB**
Color	**File Format:** Choose the file format for your scanned image. **Choice includes JPEG, *PDF, S-PDF, TIFF, MTIFF** Note: Choose PDF when you need to scan multi-page document and convert it to a single image file. S-PDF file format allows you to save one image page in a single file. **Compression Level:** Choose the compression level for your scanned image. **Choice: Low, Medium, *High, Raw** Raw option is available for TIFF or M-TIFF file format. **Resolution:** Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. **Choice: 150, 200, *300, 400, 600 dpi.** **Note:** If you are scanning duplex (two-sided) paper in color mode, the max. resolution is 400 dpi.

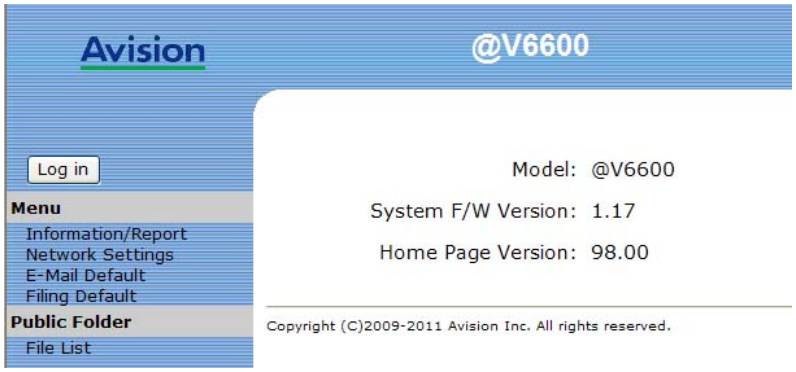
Black / White	Choose "**Grayscale**" if you wish to make gray copies or *** Monochrome** to make a B&W (single-bit) copies. **Resolution:** Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. **Choice: 150, 200, *300, 400, 600 dpi.** **File Format:** Choose the file format for your scanned image. **Choice includes MTIFF, TIFF, *PDF, S-PDF, JPEG** **Compression Level: Low, Medium, *High, G4, G3, Raw** (Raw option is available for Gray image in TIFF or MTIFF format only.) If you choose **Monochrome**, the file formats include **S-PDF, PDF, TIFF,** and **MTIFF**, and the **compression Level** of MTIFF or TIFF includes G4, G3, and Raw.)
Remove Blank Page	Choose if you wish to remove blank page and your desired threshold. **Choice: *Off, 20%, 40%, 60%, 80%, 100%**
***** Factory Default	

Downloading the Files in the Public Folder

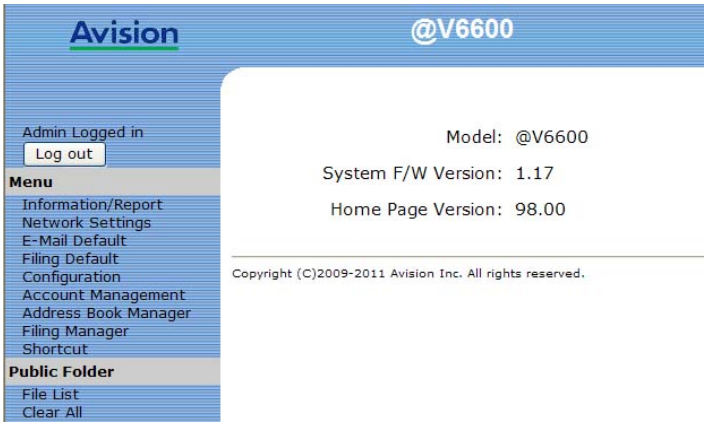
After sending your scanned images to a public folder, you can download the scanned images by the product's web page.

Follow these steps to download the files:

1. Type the product's IP address on the URL address and then press Enter, the following web page appears. For example, http://10.1.21.121



2. Click "**Log in**". Enter your login name and password and then press "**Log in**". The following screen appears.



3. Choose "**File List**" in the Public Folder, the following "**Pin Number**" dialog box appears. (Pin number is the number that you entered when you send files to a public folder from the machine.)

4. Enter the pin number that you typed on the machine when sending files to a public folder. Then press "**Enter**" and all the image files will be displayed as follows:

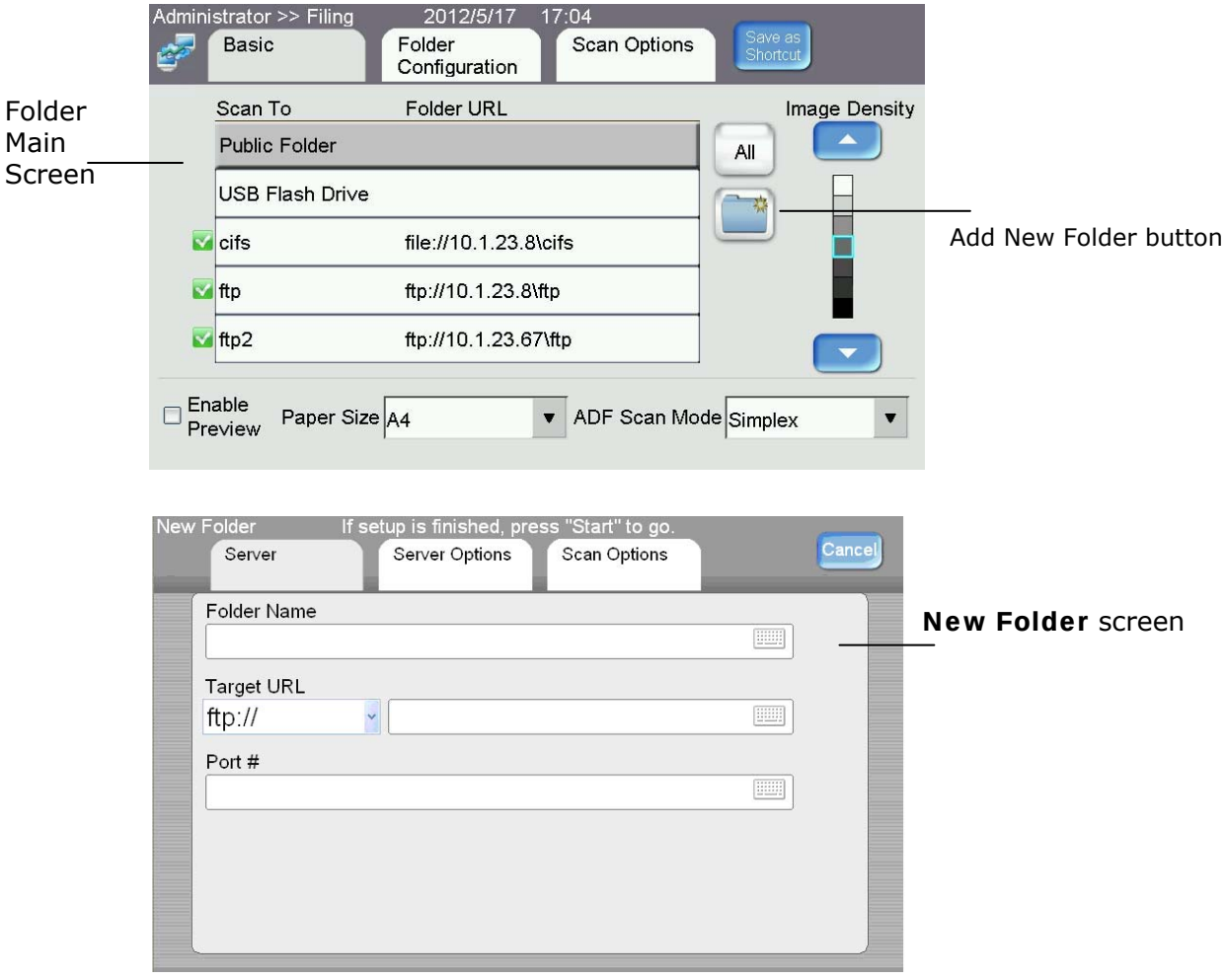
5. Press "**Download**" on the row of your desired scanned image. The file will be stored in your desired folder.

Note :

1. The files stored in the public folder are actually stored in the CF card of the machine. These files are active while turning off and then on the machine within 24 hours. After 24 hours, all the files will be deleted automatically.
2. Only the system administrator has the authority to clear all the files in the public folder manually.

Adding A New Folder

If your location to save current scanned document is not in current Folder list, add a new one by touching the **Add New Folder** button. This prompts the following **New Folder** screen. The **New Folder** screen contains server and scan parameters. Refer to the following table to enter the relevant value and then finally touch the **B&W Start** or **Color Start** button to start sending your document.



Note:

After sending the scanned document to your target server, the new folder will not be automatically added to the folder list in the **Folder** main screen.
On how to add a new folder to the folder list in the **Folder** main screen, please refer to the preceding section, **"Adding a New Folder By the Product's Web page"** in the previous chapter.

New Folder	
Item	**Description**
Folder Name	Enter name of your folder.
Target URL	Please choose the type of protocol of your filing server in the first field. **Choice includes *FTP, HTTP, File, HTTPS, FTPS.** Please enter the target URL in the second field. You can enter either the domain name or the IP address with the directory path. Note that the directory will be varied due to different protocol. The route starts from the root directory in FTP, HTTP, HTTPS. For example, ftp://, http://, and file:\\, https://. **Important note:** You must use this CIFS filing format, file:\\IP(computer name)\folder name, to set CIFS URL.
Port #	Enter the port number for the server which you want to store your scanned document. **Default value: FTP:21, HTTP:80, CIFS:139, HTTPS:443** If the default value is different from the real case, input the correct port number in this field. Touch anywhere on the "Port" field to bring up the soft keyboard to enter the text.
Paper Size	Choose your original paper size. **Choice: *A4, Letter, A5, B5, Legal.** **Note:** The Legal option is available from the ADF only.
ADF Scan Mode	**Choice: Simplex, Duplex(Long), Duplex(Short)** **Simplex:** If your original is a single-sided document, choose Simplex to scan your documents only in one side. **Duplex(long):** If your original is a double-sided document which is bound along the long edge of paper, choose **Duplex(Long)** to scan your document in the front and the rear side. **Duplex(Short):** If your original is a double-sided document which is bound along the short edge of paper, choose **Duplex(Short)** to scan your document in the front and the rear side.
* Factory Default	

Scanning Your Documents

System Requirements

- IBM compatible PC (Pentium or later);
- Microsoft Windows 2000, Windows XP, Windows Vista
- At least 100M bytes of free hard disk space (500 MB is recommended)
- At least 128M bytes of system memory (512 MB of RAM is recommended)
  At least 1 GB of RAM for Windows Vista
- A VGA monitor
- A CD-ROM drive

Driver Installation Procedure

Important:

1. The scanner driver contains both TWAIN driver and WIA driver. After the installation of scanner driver is completed, this scanner allows you to scan via a TWAIN user interface or a WIA interface. Start your TWAIN-compatible image editing software application to select a TWAIN or WIA user interface. Or you might launch Microsoft's Scanner and Camera Wizard to scan via WIA user interface.

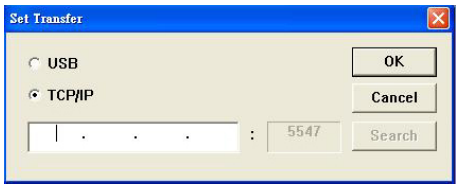
Installation procedures are as follows:

1. Connect the power cable and turn on your product.
2. Start Microsoft Windows.
3. Insert the supplied CD-ROM into your CD ROM drive.
4. The CD-ROM will auto launch on most systems. However, if your system does not support auto launching CD-ROMs, press the **Start** button, choose **RUN**, type d:\driver\setup.exe (d: the CD-ROM drive in use), and then click **OK**.
5. Follow the on-screen instructions to complete the driver installation.

1. Place the document **FACE DOWN** on the document glass or **FACE UP** in the ADF.
2. Start your scanning application.
3. Pull down the **File** menu and choose **Select Source**.

   If the **Select Source** command is not available on the **File** menu, see your application's user's guide to determine how the TWAIN link is used. A dialog box with a list of scanning sources appears.

4. Select the model name of your product. The following dialog box appears.



5. Type the IP address of the machine and then click the "**OK**" button. The TWAIN user interface will be prompted.

6. Select the scanning method you want to use on the **Scan Method** drop-down menu.

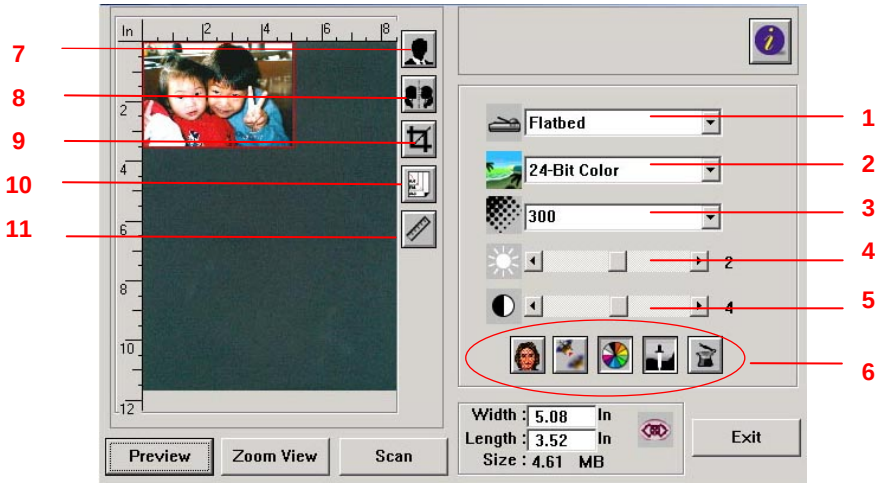
7. Select the mode you want to use for your scans on the **Image Type** drop-down menu.

8. Select a scanning resolution on the **Resolution** drop-down menu.

9. Select the setting for the scanning features (e.g. Sharpen, Descreen, etc.) that you want to use.

10. Click on the **Preview** or **Scan** button to preview or scan you documents.

A Glance of the User Interface



1. Scan Method	**Choice:** ADF, Flatbed, Duplex.
2. Image Type	**Choice:** Black & White, Halftone1-4, Diffusion, 8-Bit Gray, 24-Bit Color, 48-Bit Color.
3. Resolution	**Choice:** 50, 72, 100, 144, 150, 200, 300, 600, 1200 (dpi).
4. Brightness:	Adjust the brightness level from –100 to +100.
5. Contrast	Adjust the contrast level from –100 to +100.
6. Further Tools	Descreen, Sharpen, Color Adjustment, Auto Level, Advanced Settings (From left to right).
7. Invert	Reverse the color of your scanned image.
8. Mirror Function	Flap your image.
9. Preview Auto Area	Resize your scanned area.
10. Paper Size	Select your paper size from Card 4”x2.5”, Photo 5”x3.5”, Photo 3.5”x5”, Photo 4”x6”, Photo 6”x4”, A5, B5, A4, Letter, Legal, scanner maximum.
11. Measuring Unit	**Choice:** cm, inch, and pixel.

Choosing Your Scan Method

Choice:

Flatbed: Used to scan a single page on the flatbed, for example, pages from newspaper clipping, paper with wrinkles or curls.
ADF: Select this setting if you wish to scan simplex (single-sided) and multi-page document from the automatic document feeder (ADF).
Duplex: Select this setting if you wish to scan duplex (double-sided) document from the automatic document feeder.

Selecting a Proper Image Type

Black & White	Choose B&W if your original contains only B&W text, pencil or ink sketch.
Halftone	Halftones are reproduction of image that gives the illusion gray. An example of halftone imaged would be the pictures you see in newspapers.
8-bit Gray	8-bit Gray images contain actual shades of gray.
24-bit Color	Choose 24-bit Color if you wish to scan a color image.

Black & White

Halftone

Gray

24- bit Color

Determining a Proper Resolution

A proper resolution reproduces a clear image with good details. The resolution is measured by dots per inch (dpi).

Adjusting the Brightness and Contrast

1. Brightness
Adjusts the lightness or darkness of an image. The higher the value, the brighter the image.

2. Contrast
Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the different grayscale.

Enlarging Previewed Image

Enlarge your previewed image to the max. of the preview window.

Note this function only enlarging your preview image. This does not enlarge your real image.

Inverting and Selecting Your Image

The invert command reverses the brightness and the color in the image. For color images, each pixel will be changed into its complementary color at the command of Invert.

Mirror Function

Reverse the right and left side of your image.

Auto Select Image

Automatically set the whole image as your scan area. (Or you may resize the area by "drag and drop" diagonally.)

Enhancing Your Image

1. **Descreen**

   Eliminates the ***moire patterns**** commonly found in printed matter.

2. **Sharpen**

   Sharpen the scanned image.

Before Descreen

After Descreen

Before Sharpen

After Sharpen

***Moire pattern:** An undesirable pattern in a color printing resulting from incorrect screen angle of overprinting halftone.*

Color Adjustment

Adjusts the color quality of the image so that it comes close to the original. This function uses default parameters to adjust the image.

Normal

After Color Matching

Auto Level

Automatically adjusts the highlight and shadow areas of the scanned image to optimize your image.

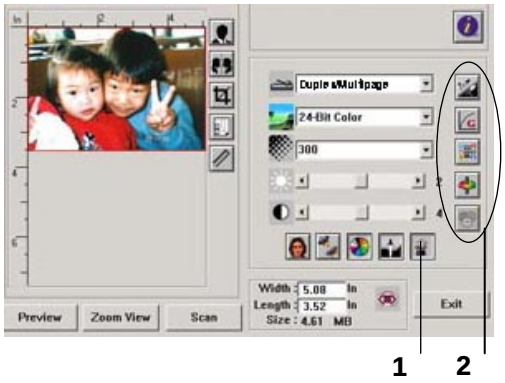
Normal

After Auto Level

Using the Advanced Features

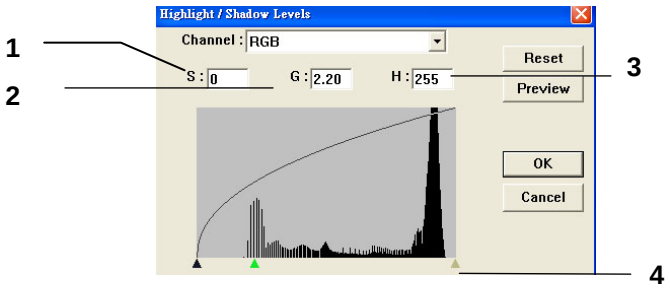
The Switch button

1. Click the button to pop up the advanced settings bar at the right side. The advanced settings include Highlight/Shadow, Hue/Saturation/Lightness, Curve, Color Balance, Color Drop-out.
2. The Advanced Settings bar



Adjusting Highlight / Shadow Levels

Highlight refers the lightest point in a scanned image while shadow refers the darkest point. Using Highlight and Shadow tool together allows you to extend the range of color and reveal more details in a gray or color image.



1. **Shadow:** The darkest point of an image.
2. **Gamma:** The midtones of the image.
3. **Highlight:** The lightest point of an image.
4. **Pointer:** Move the pointer to change the value.

When the value of gamma changes, the image changes accordingly.

Gamma Value: 1.0

Gamma Value: 1.4

Gamma Value: 2.0

When the value of highlight and shadow change, the image changes accordingly.

Highlight: 255/Shadow: 0(Normal)

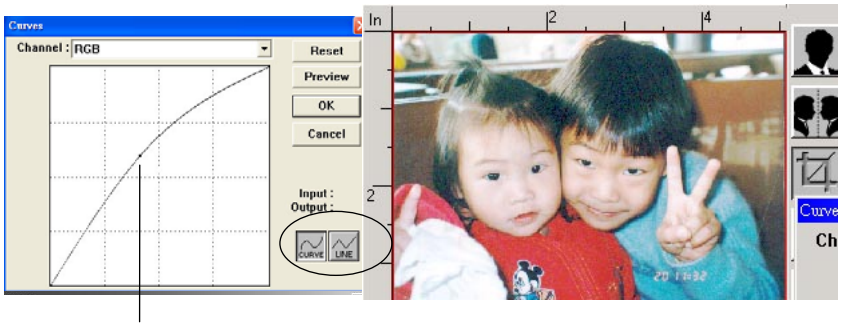
Highlight: 210/Shadow:10

Highlight: 200/Shadow:0

Highlight: 255/Shadow: 50

Adjusting the Brightness Curve

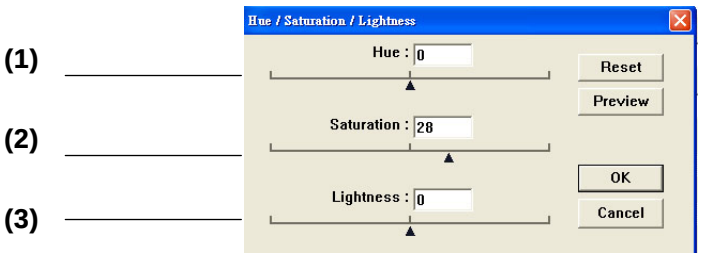
Adjusts the midtones of the image without dramatically altering then lightest and the darkest areas.



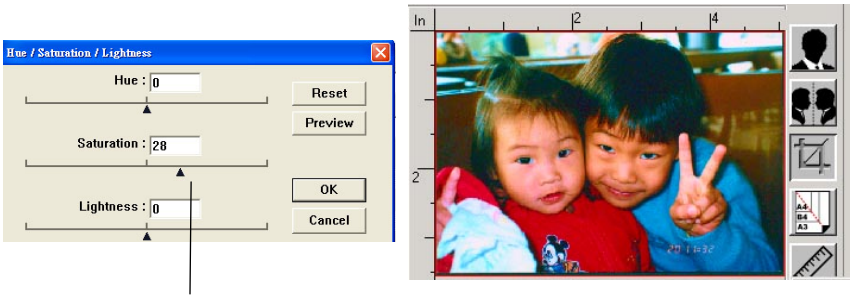
Adjust the curve to make a brighter or darker image.

Changing Color Hue / Saturation / Lightness

Improve your image by changing the level of hue/saturation/lightness.



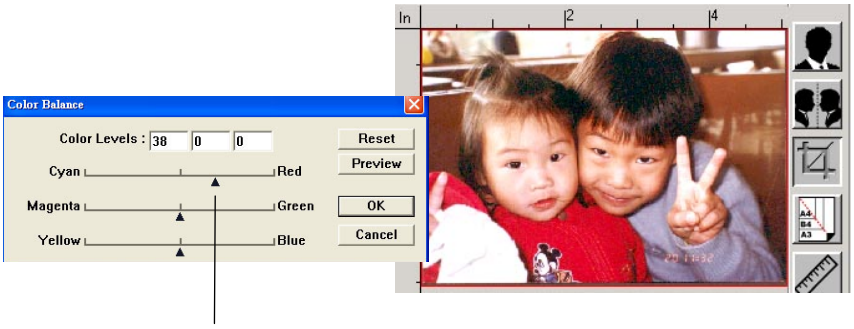
(1). Hue	Adjust the hue by moving the triangle to the right or left. (Note the level of intensity for the color will be changed simultaneously when the hue adjustment is made).
(2). Saturation	Move the triangle to the right to increase the saturation level or to the left to decrease the level. The level of saturation decides if the color is pale or rich.
(3). Lightness	Increase the lightness by moving the triangle to the right or to the left to decrease the lightness.



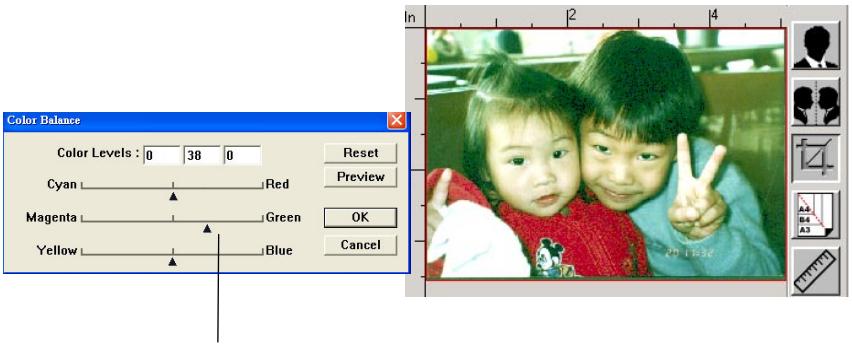
Move the Saturation pointer to the right, the color turns rich.

Using Color Balance

The Color Balance allows you to obtain an optimal image quality.



Move the pointer toward Red, the image turns into a reddish hue.

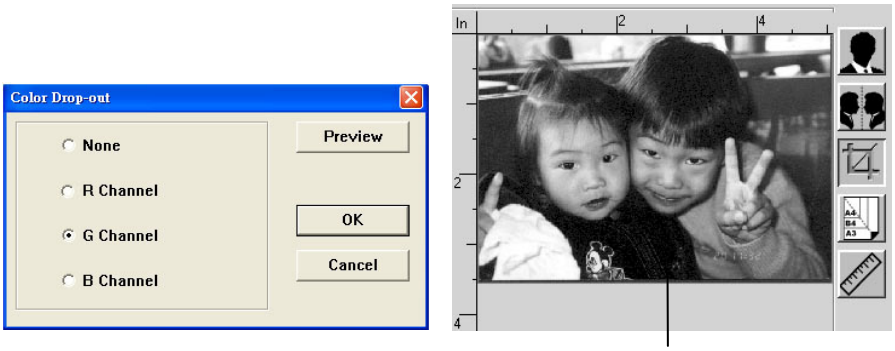


Move the pointer toward Green, the image turns into a greenish hue.

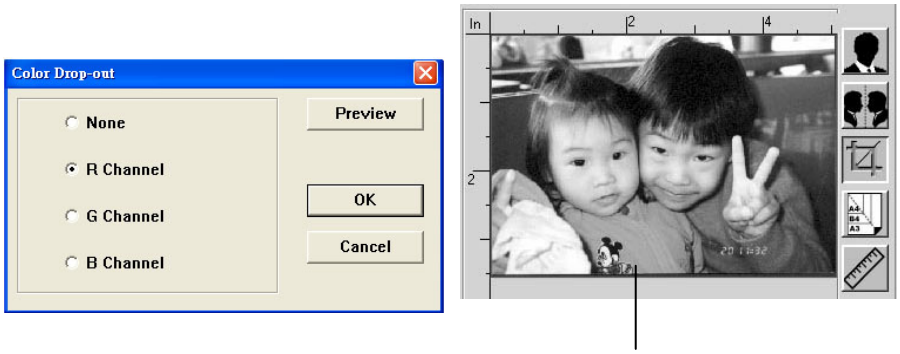
Color Drop-out

Click the button and a dialog box in below will be displayed. This dialog allows you to remove one of the R (Red), G (Green), or B (Blue) color channel. This function is particularly useful when you need to convert text using OCR software.

Note that this function supports only black & white and gray image. Therefore, be sure to choose any black & white or gray image type while applying this function.



The effect on the image after removing the G channel.



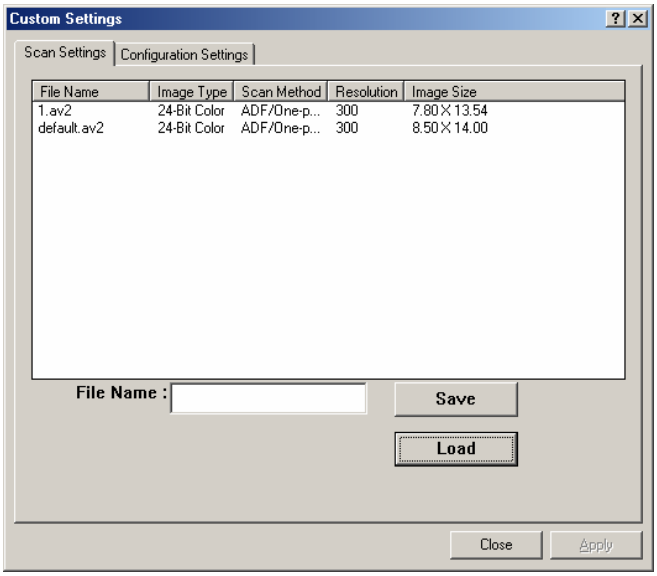
The effect on the image after removing the R channel.

Custom Settings

Click the **Custom Settings** button to access a dialog box where you can save your scan settings and configuration settings. There are two tabs: Scan Settings and Configuration Settings.

Scan Settings

The **Scan Settings** tab allows you to save your scanning feature settings in a file, load an existing file, or delete an existing file.



Saving a scan settings file

Type a name for your settings in the **File Name** text box and click the **Save** button. Your settings will be saved and the file name will appear in the list box.

Using a scan settings file

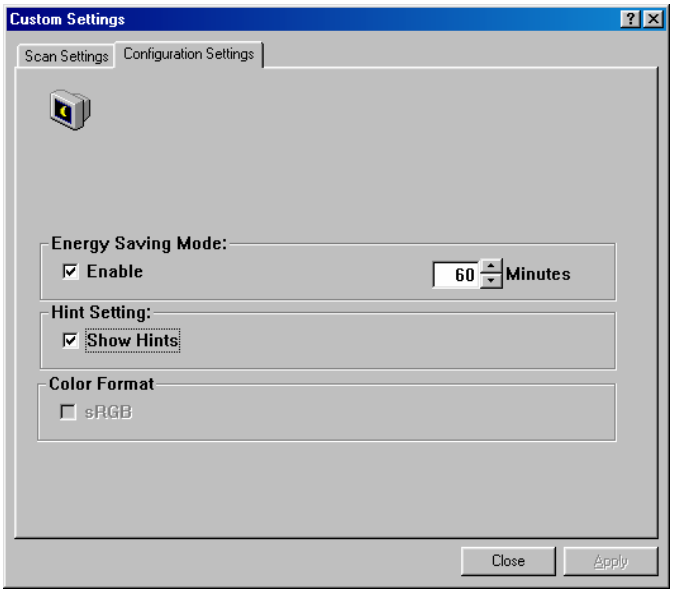
You can use an existing settings file. Right-click the file name for the settings you want to use and click the **Load** button. The settings in the file will automatically be specified in the scanning features dialog box.

Deleting a scan settings file

Right-clicks a file name and press the **Delete** button the computer keyboard to delete the file. Note you cannot delete the default scan settings file default.av2.

Configuration Settings

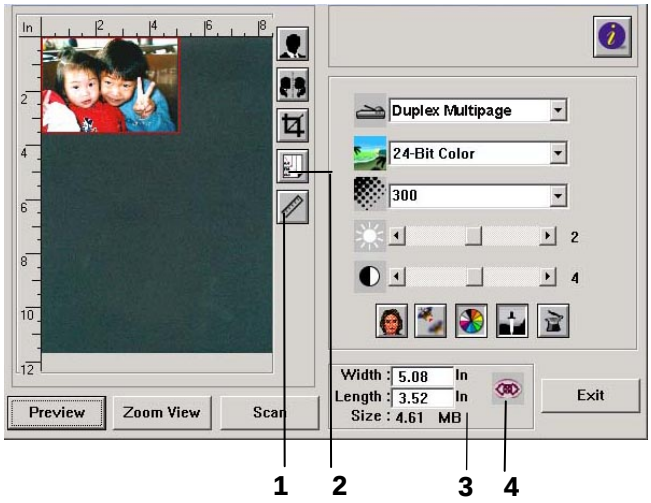
The **Configuration Settings** tab allows you to customize some special settings.



Energy Saving Mode—checks the **Enable** box to enable energy savings. You can specify a time delay in the **Minutes** box. Click the **Apply** button to save the changes. The default setting is 15 minutes.

Hint Setting—check the **Show Hints** box if you want to have flags that show the name of an item appear when you place the mouse cursor on an item in the dialog box. Click the **Apply** button to save the changes.

Using Other Tools



1. Measuring Unit A reminder of the measuring system in use. By clicking the button, you can change the measuring unit.

Choice: Inch, cm, Pixel.

2. Paper Size Provide frequently used scan sizes.

Choice: Card 4”x2.5”, Photo 5”x3”, Photo 6”x4”, B5, A5, A4, Letter, and Scanner Maximum.

3. Image Size Display image size for the scanned area.

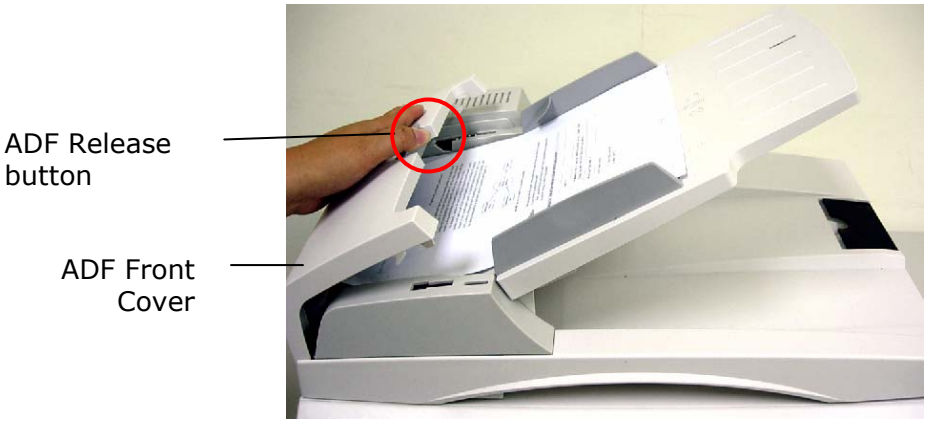
4. Lock Image Fix your output width and height.

5 Troubleshooting

Clearing a Paper Jam

In the event of a paper jam, follow the procedures below to remove the paper:

1. Pull the ADF Release button.
2. Gently open the ADF front cover to the left.
3. Carefully pull the paper out of the ADF unit.
4. Close the ADF front cover. The product is now ready to use.



Removing the Abnormal Line On Your Scanned Image

If your scanned image is shown with abnormal lines on it, it is probably caused by the dust or toner particle on the strip of document glass.

To remove the dust or toner particle,

1. Dip a soft clean cloth with isopropyl alcohol (95%).
2. Wipe the strip of document glass as shown below.
3. Close the document cover. The product is now ready for use.

Information Message

Information Messages During Scanning and Copying

Message	Action
ADF paper empty 8003	Press the OK button. Reload your document on the auto document feeder and try again.
ADF cover open 8002	Close cover and press the OK button.
Flatbed cover opens 8007	Close cover. Clear paper in the ADF and press the OK button.
Flatbed Home sensor error 1502	Restart your product. If the code still appears, contact your nearest dealer.
Flatbed Lamp error 6001	Restart your product. If the code still appears, contact your nearest dealer.
ADF paper jam 8001	ADF paper jam. Open the ADF cover and remove the paper from the ADF. If the code still appears, contact your nearest dealer.

Information Messages During Networking

Message	Action
Connection failure. Check network settings.	Ping the IP address of the product from another PC in DOS prompt. For example, type "Ping 10.1.20.144" in Dos prompt. If the product has no response, then perform the following steps. 1. Check if the RJ-45 connector is firmly plugged-in. 2. Check the Ethernet cable. 3. Check the product's IP address. 4. Check the destination IP address. 5. Check Subnet Mask. 6. Check Gateway IP.
Address is invalid. Check network settings.	
Network is down. Check network settings.	
Network is unreachable. Check network settings.	
Connection is aborted by server. Check network settings.	
Connection reset by server. Check network settings.	
Connection time out. Check network settings.	
Host can not be reached. Check network settings.	
Fails to connect e-mail server. Check network environment.	Check network environment.
Fails to connect network. Check network environment.	
Fail to create socket for DHCP.	Check IP address of DHCP server or contact your network administrator for further help.
Failed to search DHCP server.	
Failed to get network setup by DHCP.	
Failed to get IP from DHCP server.	
Failed to renew IP from DHCP server.	

Information Messages During E-Mailing

Message	Action
Sequence error. Restart Scanner.	Reboot the machine, and try later. If the error is still there, contact your nearest dealer.
Device internal failure. Reboot the scanner.	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
Fails to connect e-mail server. Contact your network administrator for help.	Contact your network administrator for further help.
Fail to get Mail server response. Contact your network administrator for help.	Contact your network administrator or nearest dealer for further help.
SMTP server is empty. Specify SMTP server in Menu.	Please specify IP address of the SMTP server by pressing the User Tools button on the panel.
SMTP server address is wrong.	Check the IP address of the SMTP server.
Unpredicted error. Contact your network administrator for help.	Contact your network administrator or nearest dealer for further help.
Insufficient System Storage. Contact your network administrator for help.	Contact your network administrator for further help.
No support SMTP service extension. Contact your network administrator for help.	Contact your network administrator for further help.
No support SMTP Login authentication. Contact your network administrator for help.	Contact your network administrator to turn on SMTP login option.
SMTP login error. Check Login name.	Check your login user name.
Mailbox Unavailable. Check "To" address.	Check “To” address.
Processing Error. Contact your network administrator for help.	Contact your network administrator for further help.

Temporary authentication failure. Contact your network administrator for help.	Contact your network administrator for further help on mail server's authentication mechanism. Choose SMTP authentication for E-mail security or turn off the mail server's authentication and try again.
Command error. Restart Scanner.	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
Parameters or argument error. Check network settings.	1. Check if the Device Name is valid. The Device Name can be found in User Tools>General. 2. Check "From" address. 3. Check "To" address. 4. Contact your network administrator for further help.
Command parameters not implemented. Check network settings.	Check if the Device Name is valid. The Device Name can be found in User Tools>General. Or you may contact your network administrator for further help.
Authentication required. Contact network administrator.	Contact your network administrator on mail server's authentication mechanism. Choose SMTP authentication for E-mail security or turn off the mail server's authentication and try again.
User not local. Check "To" address.	Check "To" address.
Service unavailable. Contact your network administrator for help.	Contact your network administrator for further help.
Exceeded storage allocation. Check "To" address.	1. Check "To" address. 2. Check mailbox storage allocation. 3. Contact your network administrator for further help.
Mailbox name is not allowed. Check "To" address.	Check "To" address.
Action not taken. Check "To" address.	Check "To" address.
Connection error. Check network environment.	1. Check network environment. 2. Check if email attachment size is larger than the mailbox quota.
Transaction failed. Contact your network administrator for help.	Contact your network administrator for further help.

Information Messages During Filing

Message	Action
Can not create a subfolder. Make sure you have the privilege.	Make sure you have the privilege.
Can't connect FTP server. Contact your network administrator for help.	Make sure the FTP server is not shut downing and port number is correct. If the error is still there, contact your FTP server administrator.
Unpredicted error. Contact your server administrator for help.	Contact your network administrator for further help.
FTP login error. Check Login name.	Check your login name and try again
FTP Password error. Check Password.	Check your password and try again
Can’t check file Make sure you have the privilege.	Make sure your have privilege to browse this directory.
Can’t change data transfer type. Contact your server administrator for help.	Contact your server administrator for further help.
Store file error. Make sure you have the privilege.	Make sure your have privilege to store file in the server.
Insufficient storage space in system. Contact server administrator for help.	Check FTP server free storage space and contact your server administrator.
File name is not allowed. Change file name.	Change file name to meet naming convention of FTP server’s OS.

FTP [550] permission denied. Check the permission of your account.	Check the privilege of your account.
Share name incorrect. Check directory.	Check directory in folder and make sure it follows UNC, such as \\Computer\Share\directory.
CIFS fails to connect. Check if server supports CIFS.	Check if server supports CIFS(SMB) connection.
CIFS dialect negotiation fail. Contact server administrator for help.	This CIFS may not support PC NETWORK PROGRAM 1.0 dialect.
CIFS login fails. Check ID & password.	Check login name and password and try again.
CIFS fail to create file. Make sure you have full control privilege.	Make sure you have full control privilege on this network share.
CIFS send data error. Contact server administrator.	Check your network administrator for help.
CIFS fail to access file attribute. Make sure you have full control privilege.	Make sure you have full control privilege.
HTTP unauthorized. Make sure your account has full authorization.	This HTTP server needs authorization. Make sure your account has correct authorization.
HTTP fail to connect. Check IP & HTTP port.	Check Server IP and HTTP port. Make sure they are correct. Or, Check whether that server supports HTTP connection.

Resource not found. Contact server administrator for help.	That server can't save the files, contact your server administrator for help.
HTTP Forbidden. This action is forbidden.	This action is forbidden in this server. This is not unauthorized but forbidden.
MKCOL method not allowed. Contact server administrator for help.	Contact server administrator to change permission on this privilege.
MKCOL not implemented. Contact server administrator for help.	HTTP server does not support MKCOL to create directory. Give up creating a new directory or create directory at server in advance.
HTTP PUT not allowed. Contact server administrator for help.	Contact server administrator to change permission on this privilege.
HTTP internal error. Contact server administrator.	Contact your server administrator for further help.
HTTP PUT not implemented. Contact system administrator.	That server does not implement HTTP PUT method. This product can't store file on this server, contact your system administrator for help.
HTTP server unavailable. Contact server administrator for help.	Contact your server administrator for help.
HTTP server does not support HTTP version 1.1	That server does not support HTTP version 1.1 (the product uses), contact your server administrator for help.
POP3 server address is wrong. Check POP3 server in User Tools.	Check IP address of POP3.

Fail to connect POP3 server. Contact your network administrator for help.	Contact your network administrator for help.
Fail to login POP3 server. Check your login name and password.	Check login name and password.
LDAP Server Login Error	Check login name and password.
LDAP Server IP Error	Check IP address of LDAP server. Or contact your network administrator for help.
LDAP Port Error	Check if the port number is correct.
LDAP User Password Error	Check if the password is correct.

6 Maintaining Your Machine

Cleaning the Glass

The product is designed to be maintenance-free. However, it still needs to be cleaned occasionally to ensure optimum image quality and performance.

To clean the glass,

1. Open the document cover as shown below.
2. Dip a soft clean cloth with isopropyl alcohol (95%).
3. Gently wipe the document glass and the white sheet beneath the document cover to remove the dust or any toner particles.
4. Close the document cover. The product is now ready for use.

1. Document Cover
2. Document Glass

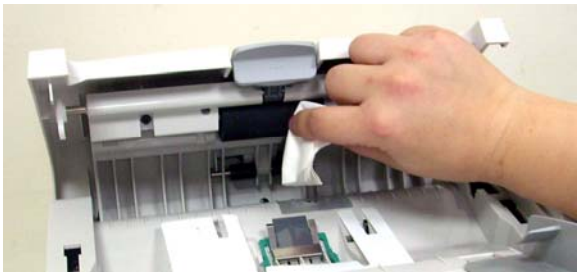
Cleaning the LCD Touch Panel

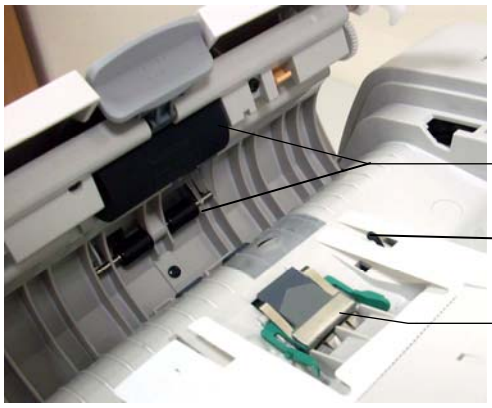
To clean the display surface, use a soft cloth, either dry or moistened with neutral detergent or ethanol. Do not use any organic solvents, acid or alkali solution.

Cleaning the ADF

From time to time the pad assembly and feeding rollers may become contaminated with ink, toner particles or paper dust. In this case the product may not feed documents smoothly. If this occurs please follow the cleaning procedures to return your machine to its original state.

1. Moisten a clean lintless cloth with isopropyl alcohol (95%).
2. Pull the ADF Release button.
3. Gently open the ADF front cover. Wipe the feeding rollers from side to side. Rotate the rollers forward with your finger and repeat the above cleaning procedures until the rollers are clean. Be careful not to snag or damage the pick springs.
4. Wipe the black part of the ADF snap-in pad.
5. Close the ADF unit. Your machine is now ready to use.





Replacing the ADF Snap-in Pad Module

After scanning approximately 100,000 pages through the ADF, the pad may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the pad module with a new one. For ordering the pad module, please consult your nearest dealer and follow the procedure below to replace it.

Disassembling Procedure

1. Pull the ADF Release button and open the ADF front cover to the left.
2. Press the top of the ADF snap-in pad as illustrated to raise the holder.
3. Press both sides of the holder inwardly to remove it from the slot.
4. Press both sides of the ADF snap-in pad inwardly with your fingers to pull out the ADF snap-in pad from the slot.

Assembling Procedure

1. Take out the ADF pad module from the box.
2. Press both arms of the ADF snap-in pad inwardly with your two fingers. Place it into the holes until it snaps into place.
3. Press both sides of the ADF snap-in pad holder and insert the pins to the holes.
4. Press down the top of the holder until it snaps into place.

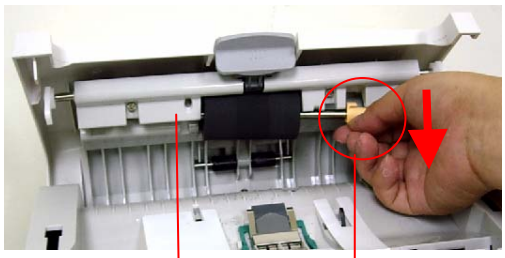
Replacing the ADF Roller

After scanning approximately 200,000 pages through the ADF, the ADF roller may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the roller with a new one. Please follow these steps to replace and install the ADF roller.

Disassembling Procedure

1. Pull the ADF Release Button to open the ADF front cover.
2. Move the yellow clamp downward to detach the ADF roller.

ADF Release Button



Yellow Clamp

ADF roller

Assembling Procedure

1. Insert the ADF roller to its slot, move the yellow clamp upward, press it down. If it is properly installed, you will hear a clear snap-in sound.
2. Close the ADF front cover.

Appendix

Managing the Address Book

The product's Java-Manager is a convenient and effective browser-based tool to manage the address book of the product remotely. Since only the administrator can manage the address book, it is highly recommended that the administrator read this chapter before manage the product.

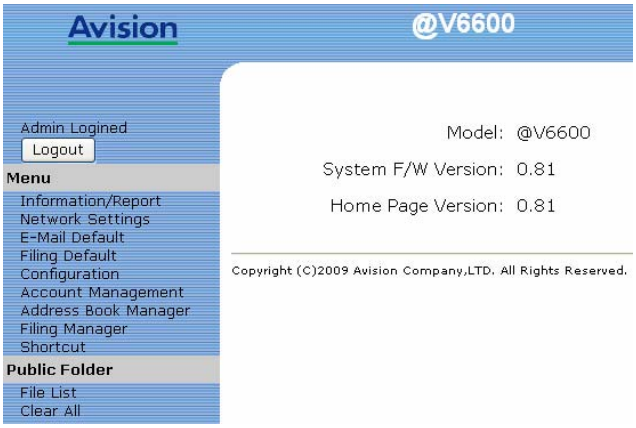
Adding an E-mail Address

To add an e-mail address,

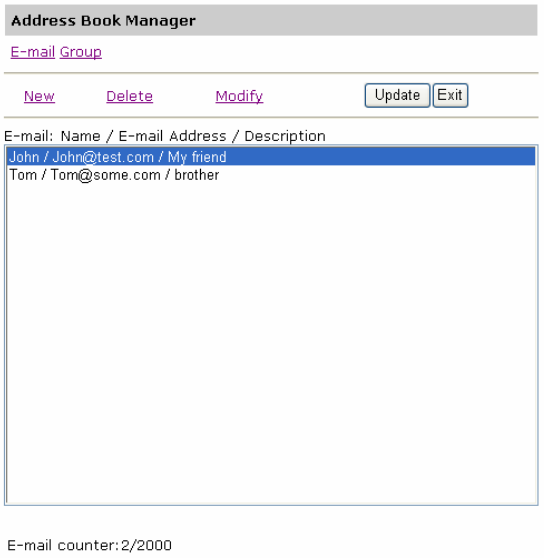
6. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
7. Type IP address of the product in the URL field. For example, http://10.1.30.83. The product's embedded web page with limited options appears as shown below.

8. Click **Login** and you will be prompted to enter a login name and password.

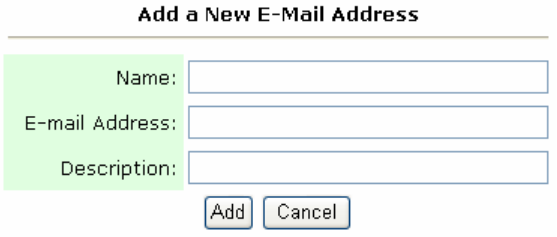
9. Click **Login** since the machine is shipped with no specific login name and password and the web page will be automatically updated to contain full options.



10. Click **Address Book Manager** to prompt the **Address Book Manager** screen.

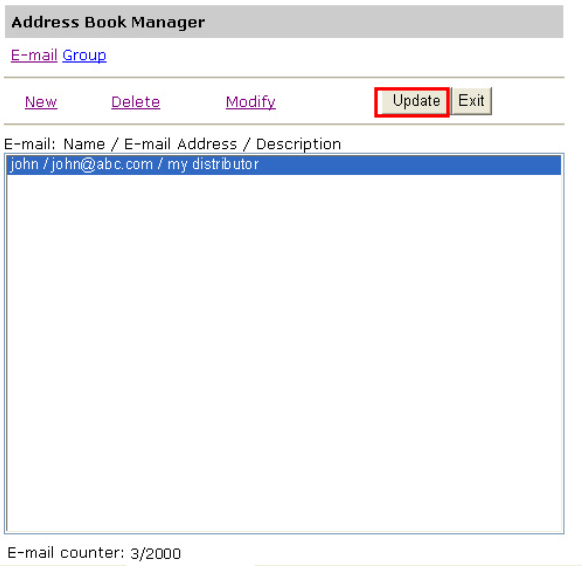


11. Click the **E-mail** icon and choose **New** to prompt the following **Add a New E-Mail Address** dialog box.



12. Enter name, e-mail address, and description and then click **Add** to temporarily save the latest data or **Cancel** to return to the **Address Book Manager** screen.

13. Click **Update** to permanently save the new e-mail address, or **Exit** to leave without saving the address.



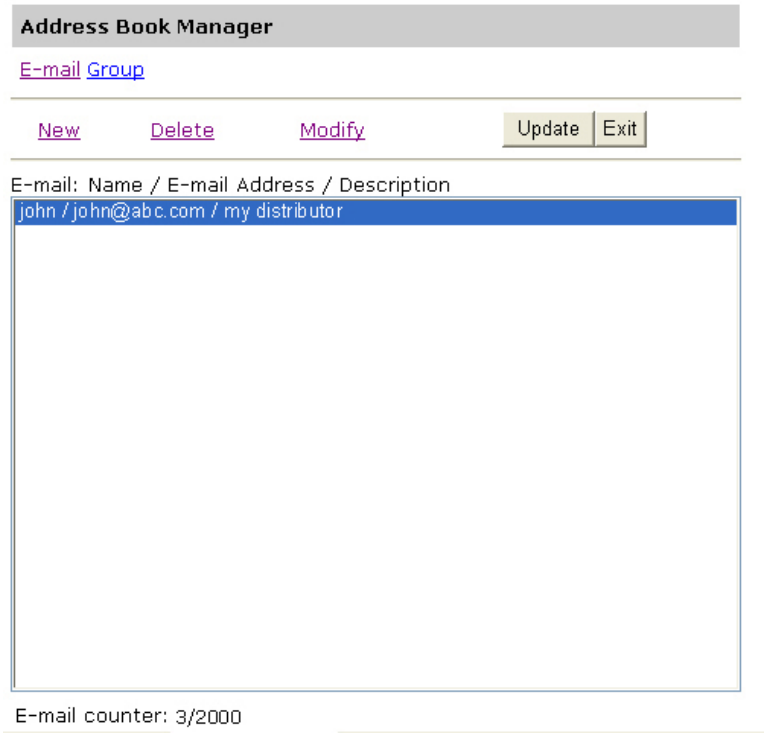
Note:

Up to 2,000 e-mail addresses can be entered in the Address Book.

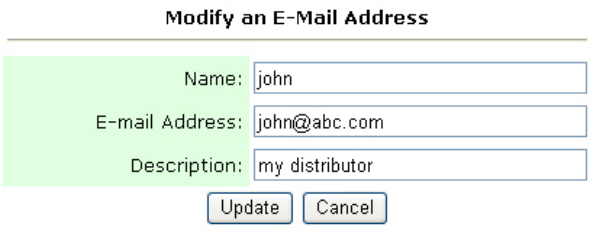
Modifying an E-mail Address

To modify an e-mail address,

1. Repeat Step 1 to Step 6 from the previous section, *Adding an E-mail Address*. The **Address Book Manager** dialog appears.

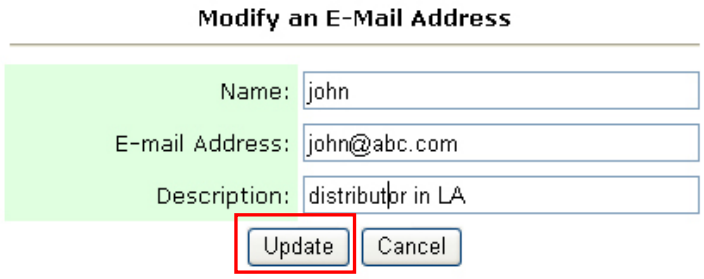


2. Choose the address you want to modify from the list and choose **Modify** to prompt the **Modify an E-Mail Address** dialog box. Or double click the address which you want to modify to prompt the **Modify an E-Mail Address** dialog box.

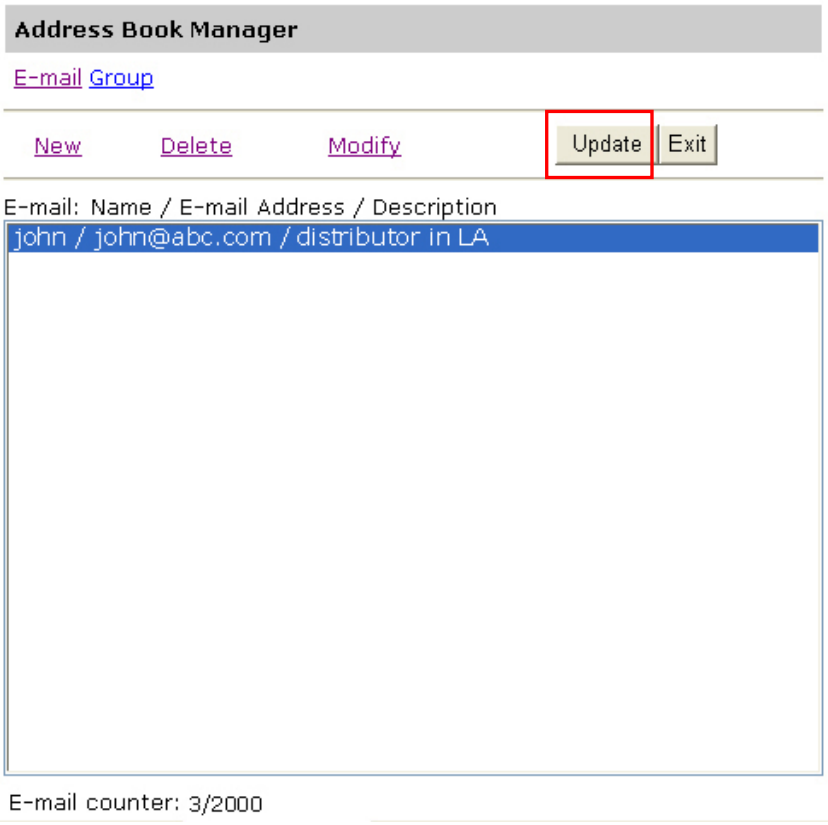


3. Modify your address data.

4. Click **Update** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen.



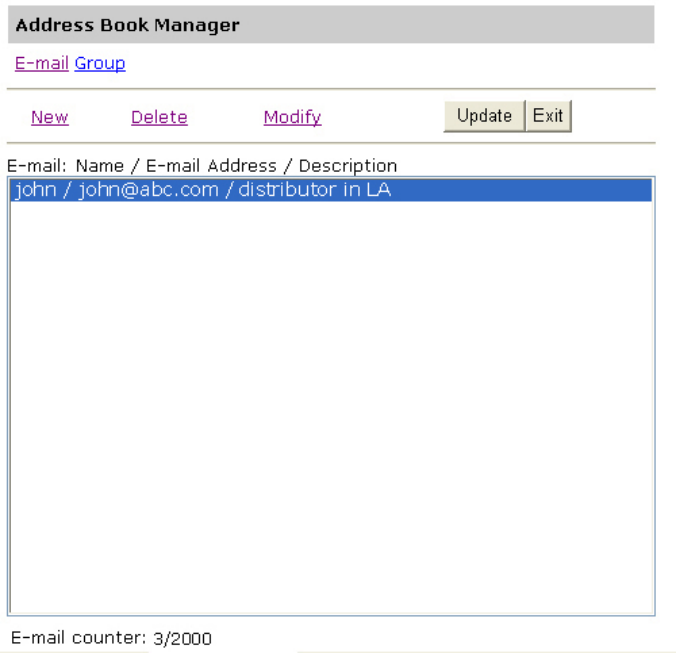
5. Click **Update** to permanently save all the latest changes, or **Exit** to leave without saving any latest change.



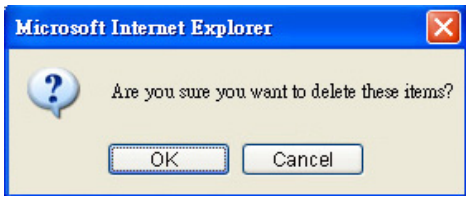
Deleting an E-mail Address

To delete an e-mail address,

1. Repeat Step 1 to Step 4 from the previous section, *Adding An E-mail Address*. The **Address Book Manager** dialog appears.



2. Choose the address you want to delete from the list and then choose **Delete** to erase the address. A Confirmation dialog box appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.



3. Click **Update** to permanently save all the latest changes, or **Exit** to leave without saving any latest change.

Note:

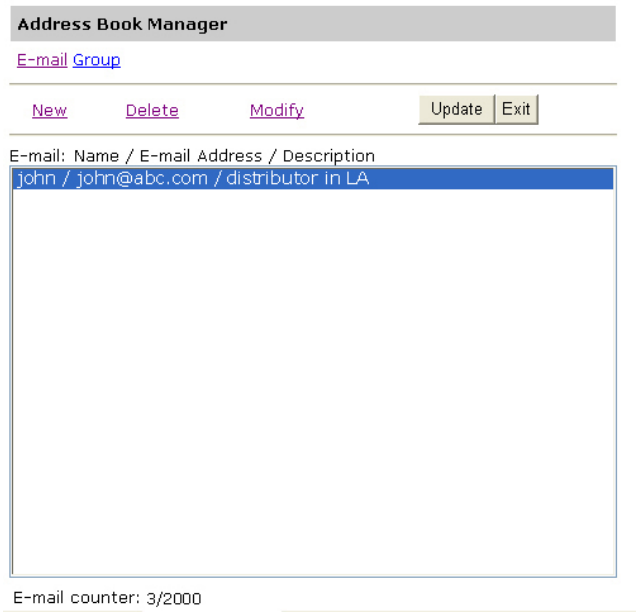
You can make multiple selections by choosing one email and then pressing the Shift key to delete them at once.

Adding A New Group

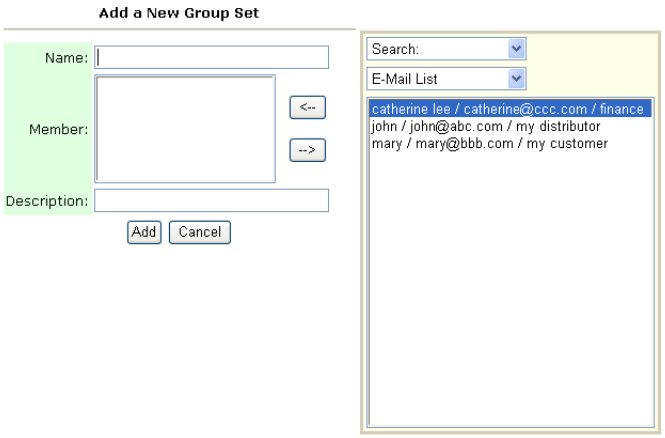
To send multiple addresses simultaneously at one time, you can create address group to speed up the process. Up to 99 addresses can be included in one group and a total of 20 groups can be created in the Address Book.

To add a new group,

1. Repeat Step 1 to Step 6 from the previous section, *Adding An E-mail Address*. The **Address Book Manager** dialog box appears.

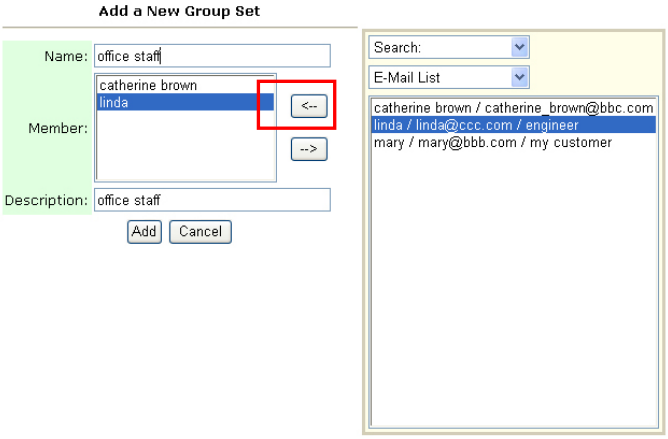


2. Click the **Group** icon and choose **New** to prompt the **Add a New Group Set** dialog box.

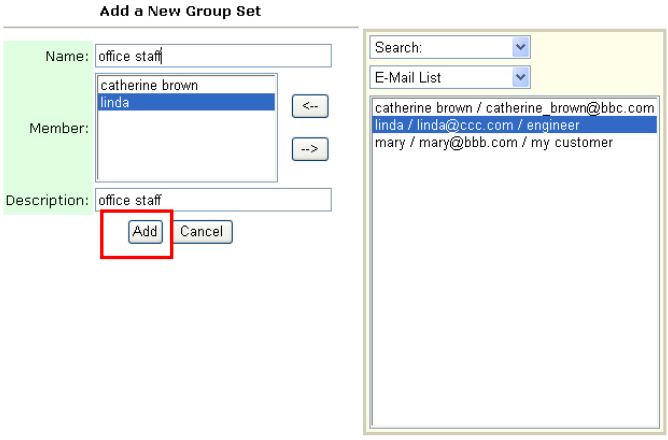


3. Enter your group name.

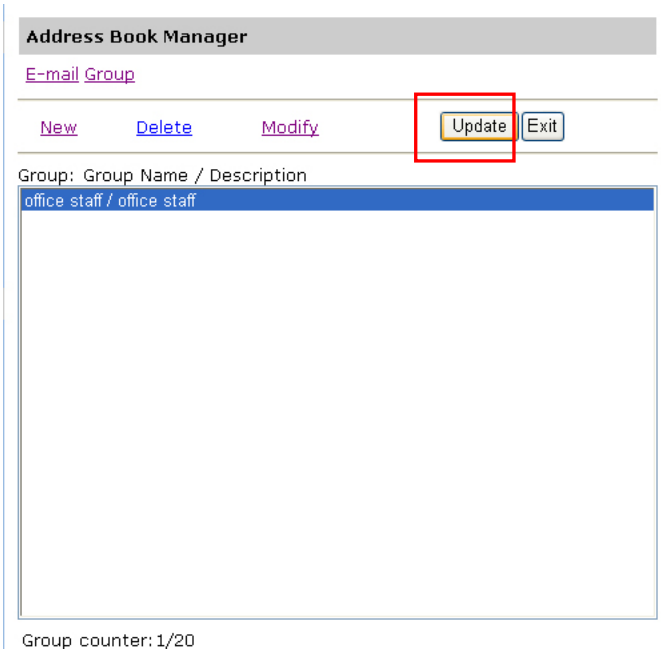
4. Choose the address from the right side and click ← to add a member to the group.



5. Click **Add** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen.



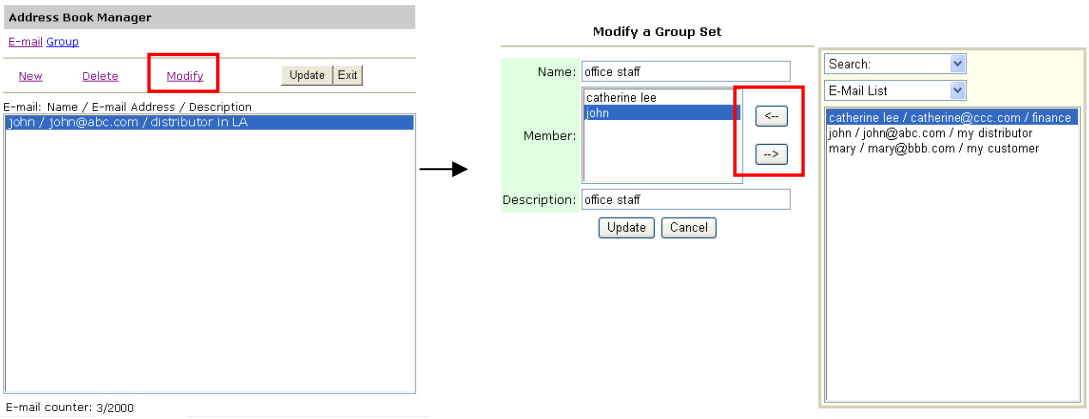
6. Click **Update** to permanently save all the latest changes, or **Exit** to leave without saving any latest change.



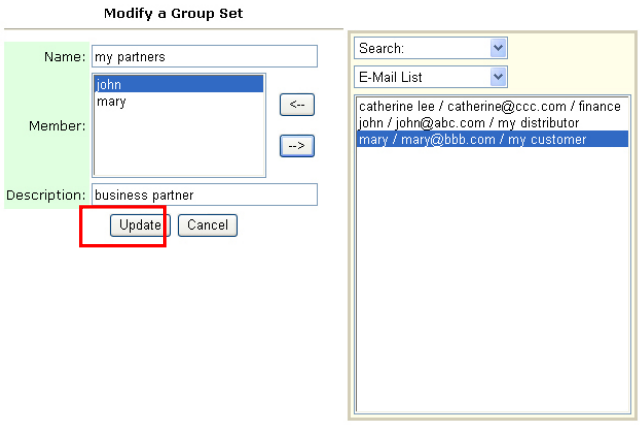
Modifying a Group

To modify a group,

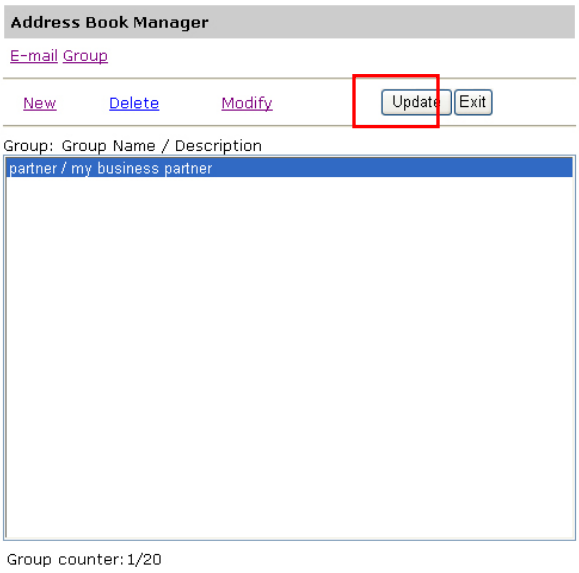
1. In the Address Book Manager screen, click the **Group** icon and choose **Modify** to prompt the **Modify a Group Set** dialog box. Or you may double click the group to prompt the **Modify a Group Set** dialog box.



2. Modify your group information. Choose the group member you wish to add and then click ← to add the new member or click → to delete an old member from the group.
3. Click **Update** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen.



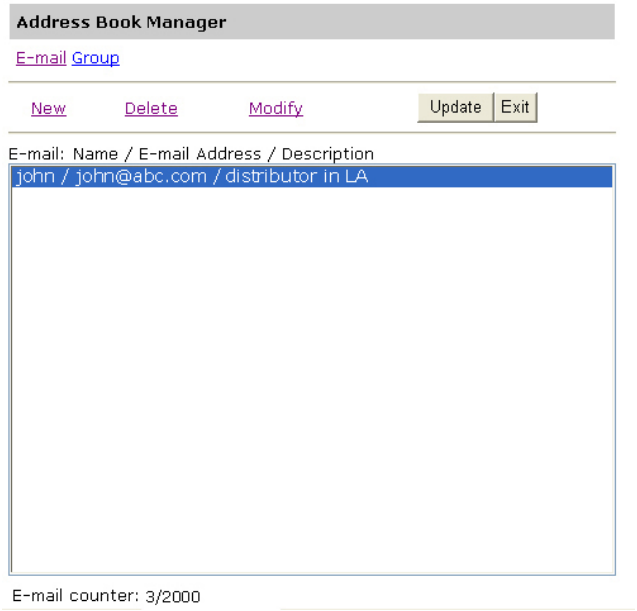
4. Click **Update** to permanently save all the latest change on the product, or **Exit** to leave the screen without saving any latest change.



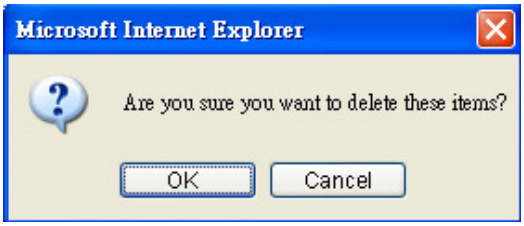
Deleting Groups

To delete a group,

1. In the **Address Book Manager** screen, click the **Group** icon and choose a group you wish to delete.



2. Click **Delete** to erase the group. A Confirmation dialog box appears to confirm your deletion. Click **OK** to delete or **Cancel** to exit.



3. Click **Update** to permanently save all the latest data on the product, or **Exit** to leave the screen without saving any latest data.

Note:

You can make multiple selections by choosing one group and then pressing the Shift or the Ctrl key to delete them at once.

Account Management

This chapter is specifically targeted to the persons who are responsible for the administration of the product. If you are the administrator of this product, please read this chapter before using the product.

This chapter describes how to set up the Account Management. If you wish to assign local users and their privileges in using the individual product feature such as the Copy, E-mail, or Filing function, you must set up accounts in the Account Management. The Account Management is available only through the product's embedded web page.

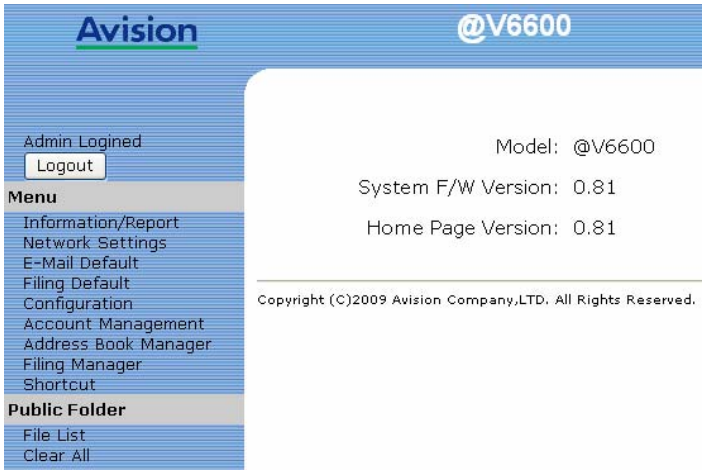
After the administrator has set up accounts in the Account Management and restarted the product, a user is required to create login name and password and quota to use the product. The access to the Account Management is blocked by the administrator password. It is recommended that an administrator create a password before performing these activities.

Setting up Account Management By the Product's Web Page

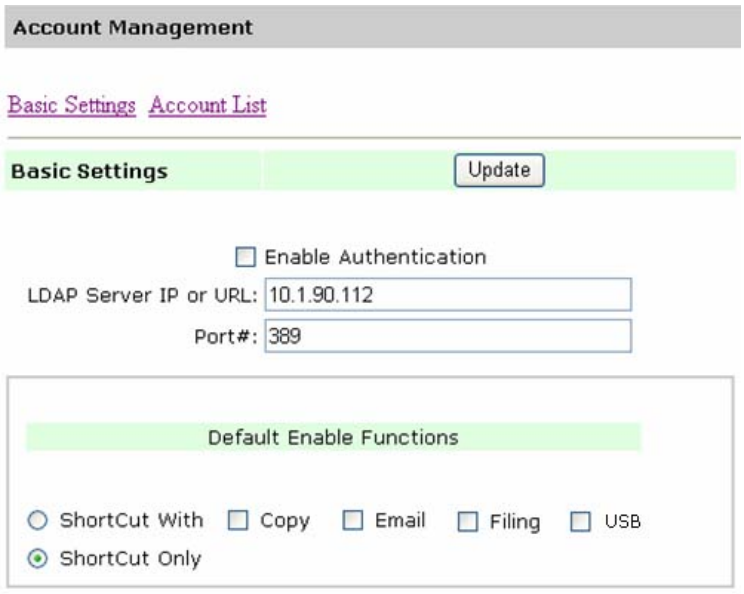
1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type IP address of the product in the URL field. For example, http://10.1.30.83. The product's embedded web page with limited options appears as shown below.

3. Click **Login** and you will be prompted to enter a login name and password.

4. Click **Login** since the machine is shipped with no specific login name and password and the web page will be automatically updated to contain full options.



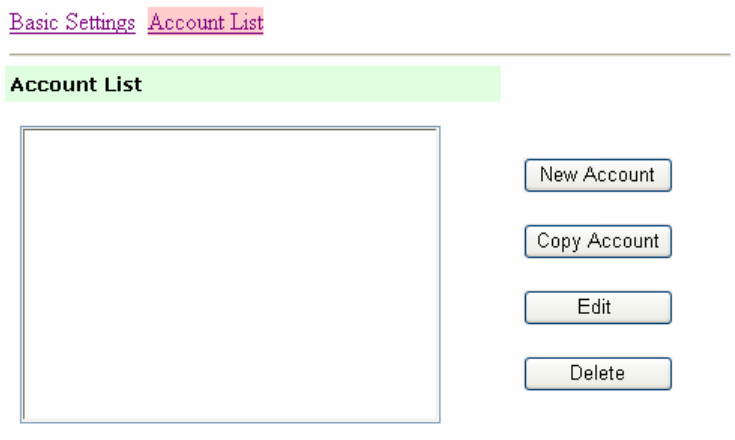
5. Click **Account Management** to prompt the Account Management screen.



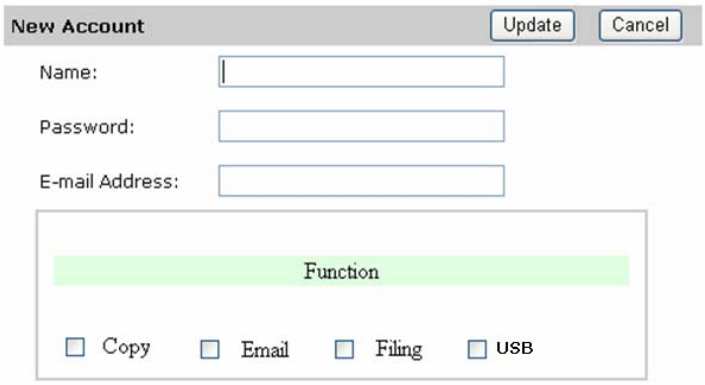
6. In the Basic Settings tab, enable the authentication function by checking the **Enable Authentication** box , enter the server's URL in the **LDAP Server IP or URL** field, type in your server port in the **Port#** field, and turn on default Copy, Email, or Filing functions by checking **Copy, Email, or Filing** boxes. If you wish to allow users only to use the shortcut icons shown on the Shortcut screen, choose the **ShortCut Only** button. Finally click **Update** to save your settings. You may refer to the following table for the details of each setting:

Basic Settings	
Item	**Description**
Enable Authentication	Check to enable authentication for account management.
LDAP Server IP or URL	Assign the URL of the authenticating LDAP server.
Port #	Enter the port number of your authenticating server.
Default Enable Functions	
Item	**Description**
ShortCut With	Check the names of functions to be allowed to perform. **Choice:Copy, Email, Filing, USB**
ShortCut Only	Allow only to use the shortcut icons shown on the Main (or Shortcut) screen.

7. Once you have enabled the authentication function, you need to set each local user's login name and password. To create a new account, click the **Account List** tab to open the following **Account List** dialog box, as shown below.



8. Click the **New Account** button to open the **New Account** dialog box, as shown below.



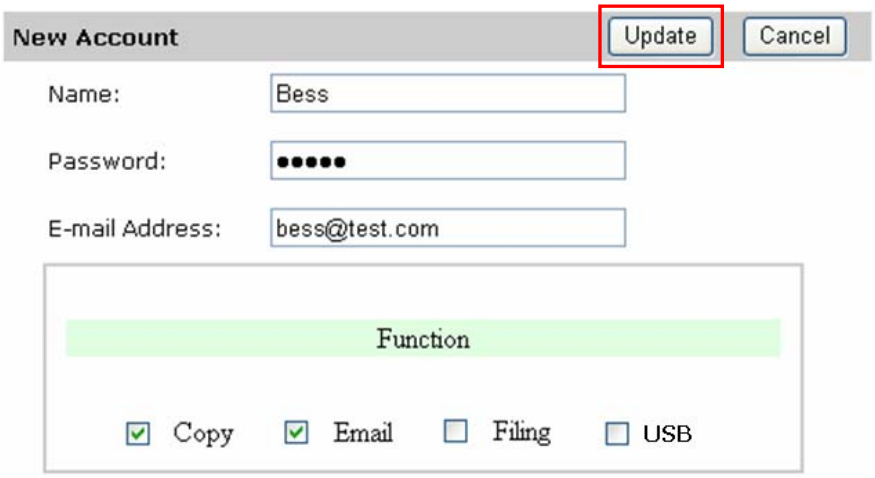
9. Set up your user name and password respectively in the **Name** and **Password** fields. The name and password are case-sensative and up to 64 characters can be entered in the **Name** field and up to 16 characters can be entered in the **Password** field. Fill the **E-mail** field if necessary.

10. Define the user's privilege in using the product.

- **Function**

Check the name of function to be allowed to perform.

For example, the administrator allows the user, Bess, to perform the Copy, E-mail, but does not allow him to use the Filing function. The **New Account** settings are demonstrated as below.



11. Click **Update** to save the settings and return to the **Account List** screen.

Copy Account:

If you wish to permit other users to use the same privileges as one user, simply select the account from the account list and then click the **Copy Account** button to prompt the **Copy Account** screen. You need to give a new name and password for the new user without retyping the rest. Click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any latest changes.

Edit:

If you wish to edit a specified local user, choose the account from the account list and then click the **Edit** button to prompt the **Edit Account** screen. Modify the required changes and then click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any latest changes.

Delete:

If you wish to delete a current local user, select the account from the account list and click the **Delete** button. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit. Click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any latest changes.

Note:

You can make multiple selections by choosing one group and then pressing the Shift or the Ctrl key to delete them at once.

Specifications

Items	Specification
General Specifications	
Regulatory Model	DL-0906H
Type	Legal size Flatbed with ADF
Memory Size	System: 128 Mbytes, DSP:512 Mbytes Scanner Asic: 256 Mbytes
Flash Memory Size	Total 40.5 Mbytes System: 8.5Mbytes DSP: 32Mbytes CF Card: 8G/16G
Light Source	Cold Cathode Fluorescent Lamp
Color Output Quality	24 bits Color, 8 bits Gray 4 bits CMYK, 1 bit mono
Optical Resolution	600x600 dpi
Network Connection	10/100/1000 Gigabit Ethernet
Dimensions (W x D x H)	531 x 490 x 418 mm
Weight	13.6 Kgs
Warm Up Time	30 seconds
Power Requirement	24Vdc, 3.2A
Power Consumption	Working < 69 W Standby < 57 W
LCD Size	800*480 dots Effective Area: 152.4 * 91.44 mm
LCD Touch Panel	7” color TFT LCD
LED Indication	Power Alarm Energy Saving
Copy Port	Network
Power Saving Mode	Time to 0ff: 5/15/30/60/240 min
Operation Environment	10 ~ 35 degree C, 10 ~ 85% RH
Specification of Flatbed	
Dimensions (WxDxH)	531x490x167mm
Weight	9.1kg
Maximum Scanning Area (Flatbed)	8.5” x 14”
Lamp Life	More than 10,000 hours

Specification of Auto Document Feeder	
Capacity	50 sheets (Xerox 4200 DP 20lb paper)
Dimensions (W x D x H)	520x385x251mm
Weight	4.5kg
Document Size	4.5” x 5.5” ~ 8.5” x 14”
Paper Feed	Dual Head Duplex Scan
Paper Weight	13 lb ~ 34 lb (50g/m2 ~ 127 g/m2) (0.002”~0.006”)
Recommended Daily Scans	Up to 2,500 pages a day
Network Specification	
Network Topology	10/100/1000 Gigabit Ethernet
Connectivity	RJ-45 UTP connector
Protocol	TCP/IP, DHCP 802.1x, SSL/TLS, DNS, DDNS, SNTP, LDAP, LDAP-SSL, SMTP, ESMTP, HTTP, HTTPS, MIME, FTP, FTPS, CIFS(SMB), HTTP Server LPR, Port9100
Connection Configuration	1. Enable DHCP or 2. assign physical IP address: IP address IP subnet mask IP Gateway
Device URL	Same as Configuration/Device Name
Security	IEEE802.1x, SSL/TLS,
E-mail Specification	
Protocol	SMTP, MIME, SMTPS
Mail Sever Authentication	SMTP-AUTH, POP3
File format	
B/W (single bit)	PDF, TIFF, M-TIFF, S-PDF
Gray (8 bit)	PDF, JPEG, S-PDF
Color (24 bit)	PDF, JPEG, S-PDF
Compression Method	
B/W	None(Raw), MH, MR
Gray	JPEG
Color	JPEG

Compression Level	Low, Medium, High, G4(G4 is available for Black and White in TIFF or M-TIFF only)
Supported Resolution	150, 200, 300, 400, 600 dpi
Default Resolution	300 dpi
Address Book Capacity Max. Address Group No. of Address in Each Group	 2000 100 99
Multiple Recipients allowed	Yes
Supported Mail Server	Lotus Mail Server 7/8 MS Exchange Server 2003/2007 SendMail 8.143
Supported LDAP Server	Windows 2003/2008 Active Directory with SFU(Service for Unix) OpenLDAP 2.4.15 Lotus Notes Domino 7/8
Specification of Filing	
Protocol	FTP, HTTP, HTTPS, CIFS, FTPS, Scan to USB drive, Scan to internal CF Card
File format B/W (single bit) Gray (8 bit) Color (24 bit)	 PDF, TIFF, M-TIFF, S-PDF PDF, JPEG, TIFF, M-TIFF, S-PDF PDF, JPEG, TIFF, M-TIFF, S-PDF
Compression Method B/W Gray Color	 None(Raw), MH, MR None(Raw), JPEG None(Raw), JPEG
Compression Level	Low, Medium, High, G4, G3, Raw (Raw, G3 and G4 are available for Black and White in TIFF or M-TIFF only)
Supported Resolution	150, 200, 300, 400, 600 dpi
Default Resolution	300 dpi
Most Used Folders	5
No. of Filing Folders	50

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